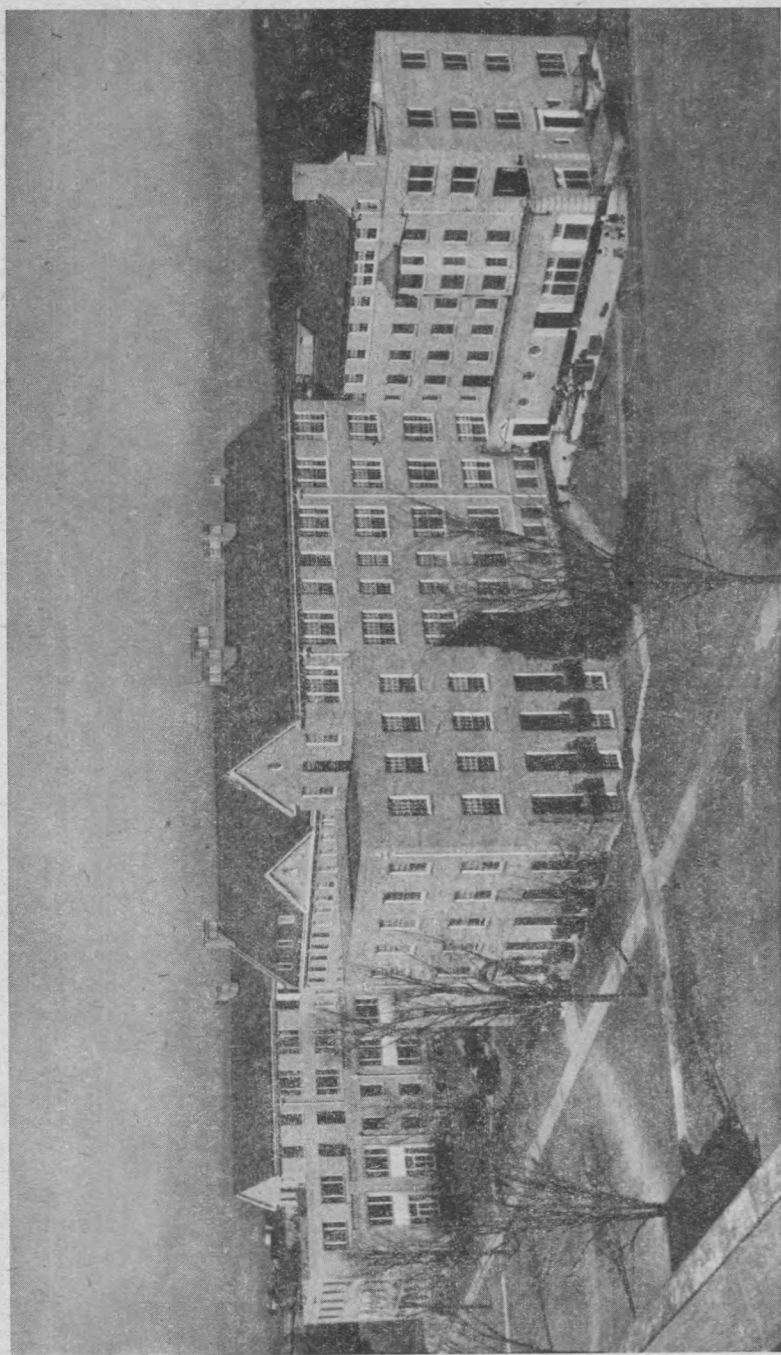


CORNELL UNIVERSITY
OFFICIAL PUBLICATION

New York State College of Home Economics

1947-1948



New York State College of Home Economics, Martha Van Rensselaer Hall

GENERAL INFORMATION

MARTHA VAN RENSSELAER HALL

The New York State College of Home Economics is housed in Martha Van Rensselaer Hall, named for the founder of home economics education at Cornell. This building, which was dedicated in 1934, is on the upper terrace of the campus, overlooking Beebe Lake.

Offices of administration, extension, and resident staff are attractive and inviting and there are ample lounges for students and staff, an auditorium seating about 600 persons, and a good-sized library. Each of the seven departments of instruction has its particular section of offices and classrooms. The School of Hotel Administration also has quarters in the Home Economics Building.

The Department of Child Development and Family Relationships is located on the ground floor of a wing to the northeast of the building. Here are housed the offices of resident and extension personnel, as well as laboratories, including a nursery school.

The Homemaking Apartments are located above the Nursery School, on the second and third floors. These are fully-equipped residence apartments.

On the fourth floor of this wing are the offices of the department of Home Economics Education.

The Department of Economics of the Household and Household Management is located in the east wing of the main section of the building. Classrooms, work rooms for research, and staff offices are included on the first floor. On the ground floor are offices and laboratories where staff, students, home demonstration agents, and homemakers study home management. In these laboratories temporary walls are used to form rooms of various sizes and shapes, and easily movable equipment makes it possible to set up actual work centers for study.

The rooms of the Department of Food and Nutrition are on the second, third, and fourth floors of the west wing. These include laboratories for the study of nutrition, food preparation, science in relation to food, and laboratories for research. Two of the laboratories for food preparation are arranged as unit kitchens; a small dining room connects the laboratories.

The rooms of the Department of Housing and Design are on the third and fourth floors and include laboratories for house planning and furnishing, studios for work in color, design, and handicrafts.

A small art gallery has exhibitions of current interest, and maintains a Lending Library of Pictures. Students may rent these pictures by the semester to use in their rooms.

The Department of Institution Management occupies much of the lower part of the west wing of Martha Van Rensselaer Hall. The cafeteria dining rooms, the tea room called the Green Room, and the kitchens provide the teaching laboratories for the department.

The Department of Textiles and Clothing occupies the second floor of the east wing. There are six laboratories, two work rooms, and staff offices. One large laboratory with a stage may be converted into a small auditorium that seats about 150 persons, and may be used for demonstrations, assemblies, and other class activities.

THE COLLEGE LIBRARY

The library of the College of Home Economics is located on the first floor of the east wing of the building. Its facilities include approximately 14,500 books and bound periodicals, and a large number of bulletins, reports, and government documents in unbound form. About 250 periodicals are regularly received and filed.

Most of the books are on open shelves, and may be used freely and borrowed for two-week intervals for home use. Certain books, on reserve at the request of instructors, may be borrowed for overnight or week-end use only. The library resources of the college are augmented by the holdings of the general library of the University, and by other college libraries on the campus, a total of more than one million volumes.

Statements of regulations regarding its use are issued by the library, and a handbook containing detailed information on hours of service, loan regulations, fines, location of library materials, and suggestions on the use of the library, has been prepared for the convenience of students.

HOTEL ADMINISTRATION

In 1922, at the request and with the financial aid of the American Hotel Association, a Department in Hotel Administration was organized in the University in what was then the School of Home Economics. While this department is under the administration of the College of Home Economics, it is maintained on funds not derived from state appropriations. The requirements with regard to tuition, curriculum, and other items are necessarily different from those for other students in the College. A separate printed announcement may be obtained by

writing to Professor H. B. Meek, Martha Van Rensselaer Hall, Ithaca, New York.

HOME ECONOMICS: ITS DEVELOPMENT AT CORNELL

The first college courses opened to women in America were planned to give educational opportunities equal to those for men, and the courses of study were comparable to those in the men's colleges. As time went on, educational leaders realized a need for a type of education suited more particularly to women. Since the home was conceived as the specific field of women's activities, courses were introduced to train women for their responsible tasks of homemaking.

Home economics as a branch of education at Cornell began in 1900. It was established as a department in the New York State College of Agriculture in 1908, and was housed in a building of its own in 1910. In 1919 the department became a School of Home Economics; and in 1925, by legislative action, it became a College. It is now the fourth largest of the colleges in the University. Linked with the resident instruction and the research is the extension service, which reaches into homes and communities throughout the State.

In the early stages of its development, education in home economics consisted largely of teaching the efficient performance of household skills. Education in this field has broadened its scope as woman's status has changed, vocational opportunities have opened, and women have become voting citizens in the community as well as homemakers. Today the New York State College of Home Economics aims to prepare its students to be not only intelligent homemakers but also intelligent citizens and contributors in the world of work.

Courses in Home Economics deal with the effective feeding and clothing of the family and others; the care and guidance of children; the family relationships; the growth of artistic sense and taste that brings beauty into the home in many ways, adding to the contentment and serenity of the family; the organization and running of the home on a sound economic, social, and hygienic basis; and the care and use of equipment.

There are seven departments in the college: Child Development and Family Relationships; Economics of the Household and Household Management; Food and Nutrition; Home Economics Education; Housing and Design; Institution Management; Textiles and Clothing. Effort is made to so interrelate the work of the departments that students think of them not as isolated divisions but rather as different aspects of the total program of homemaking education. In addition to these, courses are offered in the Homemaking Apartments, and in Orientation.

Closely related to the work of the College are many courses in other colleges of the University. This College, as part of a University, gives students the opportunity to elect courses in many fields. Of the 120 credit hours required for a degree, one-fourth are devoted to basic courses in the biological, physical, and social sciences; at least one-third to courses in home economics; and about one-third to elective courses in the various colleges of the University. English and Physical Education are required of all students.

THE UNDERGRADUATE PROGRAM

OBJECTIVES

The aim today of the College of Home Economics in its resident undergraduate program is to guide each student in the use of educational opportunities made available by the College, the University, and the community, toward effective functioning (1) in her individual living and as a member of society as a whole; (2) in homemaking; and in the case of a majority of students, (3) in a vocation other than that of homemaking to which home economics has a major contribution to make. It is recognized that in certain of the vocations preparation may not be complete but may be of pre-vocational nature only.

There are certain qualities of feeling, thought, and action which should permeate all of living and which should, therefore, be included in the aims of education. Students should become increasingly able to think clearly and constructively, to express themselves clearly, concisely, and accurately, to weigh values, and to attack and solve problems. They should be able to make and to be responsible for their own decisions, to take initiative, to assume leadership, and to carry responsibility. With these qualities must be the disposition to use them with social sensitiveness and refinement of feeling to sustain and develop the democratic way of life in its largest sense. This should enable students to meet changing conditions and situations in such a way that they will continue to grow into living that is increasingly intelligent and humane.

For effective functioning in all phases of living a girl should be able to understand herself and to cultivate wholesome relationships with other people; to accept herself and others, to think with and live cooperatively with others for common ends; to maintain her own physical and mental health at a high level; to assume responsibilities of citizenship in a democracy and to take an intelligent and active part in community life and in the solution of our social and economic problems; to acquire a stimulating and functioning philosophy of life and

to keep a balance of interests and activities that is satisfying and constructive; to cultivate religious living that is meaningful and effective; to develop a capacity for enriching her own life and the lives of others; to develop an appreciation of our social heritage and of the significant thought and social forces of our time; to sense and to add to beauty in every phase of daily living.

In homemaking she should be able, in addition, to deal successfully with those experiences which make up family life, and to use all the resources at her command for the welfare of the family and of its individual members.

In a vocation she should be able to find and to give satisfaction; to understand the technical aspects of her work and to assume responsibility; to understand the demands of the job, the conditions of work, and the place of the job in its social and economic setting.

THE STUDENT'S PROGRAM

"Program" is interpreted by the College to include all of the activities — academic, personal, social, and vocational — to which the student gives interest and time, and is thought of as the *means* through which each will achieve educational, personal, and social development during the college years.

Through the Counseling Service (see page 8) the College attempts to help each student plan her program in accordance with the college objectives for undergraduate students and her individual needs and interests.

As a basis for building a balanced program, the average schedule of courses should approximate 15 credit hours each term exclusive of physical education. During the several terms, however, either more or fewer hours may be taken depending upon the courses selected and upon the ability and total program of the individual. A student may take up to 18 hours in a given term but is not permitted to carry more than that unless her average for the preceding term is 80 or above. Students earning any considerable part of their college expenses may find it desirable to reduce the schedule of courses to less than 15 credit hours a term.

Students who enter the College of Home Economics should consider the first four semesters largely as offering a foundation in home economics and general education and an opportunity to explore their vocational interests, the last four semesters as offering increased breadth of training as well as more specific focus on a chosen field.

The "homemaking core" is a part of the graduation requirement, (see page 38). The subject-matter of the core is distributed among the following departments of the College: Child Development and Family

Relationships, Economics of the Household and Household Management, Food and Nutrition, Housing and Design, Textiles and Clothing. Students who entered as *Freshmen* in the fall of 1945, and *all students* entering after the fall of 1945, will take the courses that are starred on pages 40 to 64. Students who entered as *transfers* in the fall of 1945 are advised to take some work in each of the five departments mentioned above.

Freshmen are urged to consider carefully what they wish especially to accomplish through the college experience and the ways in which the college program as a whole may contribute to this. Guidance on schedule of courses and on program is given to freshmen in the summer preceding entrance and during Orientation Week.

COUNSELING SERVICE

A student counseling service is maintained in the College to foster the maximum growth and development of the student in matters relating to personal and educational adjustment and to vocational choice. The counseling service also functions as a coordinating agency between staff and students in matters of educational procedure and curriculum. The class counselors, together with the administration, are responsible for the selection of undergraduate students.

The counseling staff is composed of the Class Counselors, the Secretary of the College, who is in charge of Placement, and the Assistant Placement Secretary.

The program of the counseling service is carried on through individual conferences and class meetings. Orientation Week and the Orientation course, directed by the class counselors, are a part of this program, and are designed to help the student adjust herself to the college environment, to become acquainted with the educational experiences it offers, and to plan for her college years. The Placement Secretaries and the Class Counselors cooperate in providing vocational information to the students in the college and to the alumnae, and in working with students and alumnae on vocational matters.

Vocational meetings open to all students in the College are held at intervals throughout the year under the auspices of the Secretary's Office and a student committee. Members of the staff and outside speakers discuss fields of work and qualifications for them, the desirability of work experience while in college and during the summer and the opportunities for it. Vocational discussions are also a part of the Freshman Orientation course. Further guidance is given by the Class Counselors, the Placement Secretaries, and other members of the staff through individual conferences.

Class meetings are held with seniors to discuss preparation and use of credentials, applications, letter-writing, and interviewing. Printed and mimeographed material about specific vocational opportunities is continually collected and made available in the College Library. This is intended to supplement the vocational material to be found in books and magazines. The College subscribes regularly to a number of professional magazines which give valuable up-to-date information on the work home economists are doing.

PLACEMENT SERVICE

Except for the placement of teachers in secondary schools, which is centralized in the Educational Placement Bureau in the School of Education, the placement division of the College Secretary's Office carries out the program of summer and post-graduate placement. Credentials are prepared for graduates and sent to prospective employers. College courses and grades, student honors, extra-curricular activities, references from instructors, records of school-year, summer, and graduate employment and reports from employers on work success are included in the material sent out. Students are urged to prepare materials for credentials and confer with the Placement Secretaries about vocational plans early in their senior year. Alumnae are encouraged to utilize the placement service.

VOCATIONAL OPPORTUNITIES

The College offers training in a wide variety of vocations. Students may prepare to teach homemaking in junior and senior high schools and in the extension service, both 4-H and adult. There is also opportunity to prepare for a variety of nursery school positions. In the field of institution management students may work toward positions in hospital dietetics or in food service in restaurants, hotels, and other commercial establishments as well as in industry. Students wishing to specialize in nutrition may find openings in social and public health agencies. Those with an interest in food promotional work may be placed in commercial food and utility companies. There are also opportunities to do college teaching, research, and experimental work in food, clothing, and other branches of home economics in colleges, in business, in industry, for magazines and newspapers. Journalism, radio, social work, and merchandising are other fields open to graduates. More detailed information concerning requirements for extension, teacher certification, hospital and commercial internships follows.

VOCATIONAL PREPARATION

Students should consult the Class Counselor and the Placement Secretaries for detailed information regarding qualifications and occupational opportunities in various fields. Several fields of work have definite preparation requirements. Some of these are discussed in the following pages. In all vocations much must be learned on the job itself. Students who are fairly clear on their vocational aims can strengthen their preparation through related courses. Counselors work closely with students to help them plan in their programs subject-matter and supplementary work experiences in line with their vocational interests.

EXTENSION TEACHING

The State Extension Service, in cooperation with the United States Department of Agriculture and the county extension associations, carries the teaching of Home Economics to the people of the state in their home communities. The Home Bureau is the organization through which this Home Economics education is carried to adult groups. Four-H Clubs are the community groups in which young people enroll.

Home Demonstration work provides families of the state with an opportunity for adult education in Home Economics. Home Demonstration programs are planned cooperatively by homemakers and the extension staff. They include lectures, demonstrations, training schools, conferences, radio talks, newspaper articles, service letters, and exhibits of various sorts. Teaching is done by the county and city home demonstration agents, by trained local leaders, and by members of the faculty of the Extension Service from the State Colleges.

Each boy or girl who enrolls in 4-H Club work agrees to carry on an educational project directed by the volunteer local leader under supervision of county extension agents and specialists. The program is promoted through training of local leaders by agents and specialists, radio programs, news releases, exhibits, and the like.

Openings in the field of extension teaching include the county positions of home demonstration agents, 4-H club agents, associates and assistants; the state positions of specialists working in the various subject-matter fields, and administration.

Students wishing to qualify for county positions must complete satisfactorily the four-year course in Home Economics. A recommended curriculum is being developed for students preparing for extension work. They will find study in the following areas extremely helpful background in addition to the above curriculum: sociology, psychology, methods of teaching, extension education, recreational leadership, public speaking, and journalism.

Students should also plan for summer experience. Opportunities are offered for apprenticeship in both the Home Bureau and 4-H Club divisions of Extension. Students may get information from either the office of the State Leader of Home Demonstration Agents, in Martha Van Rensselaer Hall, or from the State 4-H Club Office, in Roberts Hall.

Positions as specialists and administrators require graduate training.

TEACHING OF HOME ECONOMICS IN SECONDARY SCHOOLS

By action of the New York State Board of Regents in March, 1939, those preparing to teach academic subjects must offer five years of pre-service preparation if they enter service after December 31, 1942. At the present time the State Education Department requires only four years of pre-service preparation for those planning to teach home economics. However, Cornell University offers both a four-year and a five-year pre-service program for teachers of home economics. Those with four years of training will be granted a provisional certificate valid for ten years, with renewal upon presentation of evidence of having completed an additional year of advanced study. Those who have five years of approved preparation will be granted a permanent state certificate.

The student's program includes:

- a. Pre-professional and professional courses required for certification.
- b. Home Economics subject matter required by the State Education Department for certification.
- c. Courses required by the College of Home Economics for a B. S. degree. (See page 37.)
- d. Electives.

GENERAL PATTERN OF PRE-PROFESSIONAL AND PROFESSIONAL COURSES FOR THE FOUR- AND FIVE-YEAR PROGRAMS FOR TEACHER CERTIFICATION*

PRE-PROFESSIONAL STUDIES

Credit hours

Freshman year

Social Science I	3
(Freshman or sophomore year)	

*A program of professional courses for a fifth year will be arranged for students who are interested. Information regarding this program may be obtained from Professor Margaret Hutchins, Department of Home Economics Education, Martha Van Rensselaer Hall.

Sophomore year

Human Growth and Development	6
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PROFESSIONAL STUDIES

Junior year

R. E. 100 or Education 601. Educational Psychology.....	3
R. E. 190. Social Foundation of Education.....	3

Senior year

H. Ec. Ed. 330-331. The Art of Teaching.....	10
	<hr/> 25

RELATED SCIENCE REQUIREMENT FOR THE FOUR-YEAR PROGRAM..12

This should include applied chemistry, applied physics, bacteriology, and physiology.

*HOME ECONOMICS SUBJECT-MATTER REQUIREMENT
FOR THE FOUR-YEAR PROGRAM†*

In the majority of school systems instructors in home economics teach all phases of homemaking. Even in those schools in which homemaking is departmentalized it is desirable that each teacher have a broad view of the entire field. To help achieve this, the following subject matter is required by the State Education Department. Most students will find it necessary to take more credit hours in each area than are here indicated in order to cover the subject-matter requirement.

	<i>Credit hours</i>
Family Relationships and Child Study	8 - 12
Part of the work in family relationships may be covered through sociology courses in The Family. Part should be taken in home economics. Child study may include work in child psychology, and should also include observation of child behavior and guidance in a nursery school, and some participation in work with children through a nursery school, play group, or in homes.	
Health in the Home and Community and Home Nursing	2 - 4
This should include study of home and community hygiene, first aid, and emergencies in the care of the sick at home.	
Household Management and Economics of the Household	8 - 12
Study in this field should be concerned with management and economic principles as they apply in the home. Consideration should be given to the management of the house with relation to family living. Some experience in practical problems should be included. It is also desirable to develop that phase of managerial ability involved in the interrelationships in the home and the community.	

†The fifth year will offer opportunity for further election of home economics and other courses.

Nutrition and Food Preparation	10-14
This should include nutrition for all ages and, in the main, for the healthy person. It should include the science of food preparation, food buying, storage, kitchen planning, family meals, and the food budget.	
Art and Home Furnishing	8-10
This may include courses in applied art, or art principles, or design and color, or other types of courses which include fundamental principles of art, or various kinds of courses in applied art such as home crafts. The work in furnishing and house planning should emphasize furnishing in relation to family living.	
Clothing and related subjects (design, textiles, construction)	10-16
This should include an understanding of the essentials of personal grooming, care of clothing, the personal wardrobe, clothing for the family, the clothing budget, the construction of clothing, and the design of costumes. The textiles study should include textiles used in clothing and home furnishings.	

SELECTION OF STUDENTS FOR PROFESSIONAL TRAINING IN FOOD AND NUTRITION AND INSTITUTION MANAGEMENT

The total record of each student anticipating professional placement in the areas of Food and Nutrition or Institution Management is reviewed at the end of the sophomore year by a committee composed of the student's counselor and representatives from the departments of Food and Nutrition and Institution Management. The purpose of the review is to secure a sound basis for advising the student as to the desirability of planning to continue professional work in these areas. Consideration is given to the student's scholarship, to her experience, including in-college and summer work experience, and to her health and adaptability.

At the end of the junior year the total record of each student is again reviewed in order to further advise the student and to approve or refuse admission to the following professional courses: Institution Management 320, Food and Nutrition 310 and 330, and to Food and Nutrition 305 and 320 if that is necessitated by heavy registration.

INSTITUTION MANAGEMENT

The Department of Institution Management offers vocational training for such positions in the field as are outlined on page 9. The background of preparation varies somewhat depending on which interest the student wishes to pursue, whether managerial dietetics in hospitals or other institutions, or commercial food service.

For all students in Institution Management, courses in the following areas are important: orientation in institution food service, organization and administration procedures, the selection, care, preparation, and service of food in quantity, menu-planning, personnel management, accounting and food control, financial management and budgeting, kitchen planning, and the selection and care of institution equipment and furnishings. Courses in food, nutrition, management, economics, teaching methods, personality development, and human relationships are closely allied to the work of the food administrator or dietitian.

Students whose interest is particularly in the commercial field will find in addition that courses in business administration are helpful. Some skill in typing and stenography is desirable.

A summer practice requirement must be met by students who plan to seek positions, such as commercial, industrial, hospital, and other institutional food services in the field of Institution Management. This will entail full-time employment on an approved job during one summer period of not less than six weeks, preferably in the summer between the junior and senior years. Contacts for positions are made through the Placement Secretary although the College does not guarantee placement. Students are expected to present a written report to the Department of Institution Management.

POST-GRADUATE INTERNESHIP TRAINING IN DIETETICS

For many positions a post-graduate internship is required. For those who wish to be hospital dietitians a hospital internship is necessary. Certain centers have been approved by the American Dietetics Association to give internships and training. Some provide training in food service administration in institutions other than hospitals, including residence halls, industrial and school cafeterias, some in food clinic work, and some in hospital dietetics. A list of these centers as printed by the American Dietetics Association is available in the Placement Office. These courses are ordinarily ten to twelve months in length.

The *American Dietetics Association* has outlined the following program as prerequisite to admission to approved post-graduate internship training:

VOCATIONAL PREPARATION

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<i>Subjects</i>	<i>Minimum Hours</i>	<i>Subjects</i>	<i>Minimum Hours</i>
Chemistry	12	Foods	6
To include:		To include:	
General Inorganic		Food selection and preparation	
Organic		Meal planning and service	
Biochemistry			
Biology	6	Nutrition and Dietetics	6
To include:		To include at least two of the	
Human Physiology		following:	
Bacteriology		Diet in disease (for students	
		entering hospital and food clinic	
Social Sciences	9	courses)	
To include two of the following:		Normal Nutrition (general)	
Psychology		Advanced Nutrition	
Sociology			
Economics		Institution Economics	6
Education	3	To include:	
To include one of the following:		Organization and management	
Educational Psychology		Quantity cookery	
Methods of Teaching			
Principles of Education			

POST-GRADUATE APPRENTICE TRAINING IN COMMERCIAL FOOD SERVICE

The National Restaurant Association has made it possible for graduates from accredited colleges and universities to receive specialized training in commercial food service operation. Apprentice courses extending over ten months are offered by cooperating member restaurants.

The National Restaurant Association requires the following qualifications for graduate students in Institution Management making application for apprenticeship training in accredited restaurants:

1. A B.S. degree with a major in institution management from an accredited college or university where the curriculum meets the standard of preparation required by the National Restaurant Association for this training.
2. Above average grades.
3. Demonstrated qualities of leadership in school.
4. A pleasing personality, good health, good appearance, poise, confidence, good voice, emotional stability, and good character.
5. A genuine interest in high-standard food in commercial restaurants and enthusiasm for the work.
6. Ability to work well with different types of people.
7. Executive potentialities — ability to take responsibility and to plan and direct work for others.
8. Ability to work well with one's hands.
9. Demonstrated aptitude and judgment in evaluating details and in making decisions.
10. Ability in mathematics — accuracy and understanding of cost report.

The *National Restaurant Association* has outlined the following program of courses as prerequisite to admission to apprentice training courses:

<i>Subjects</i>	<i>Hours</i>	<i>Subjects</i>	<i>Hours</i>
Chemistry	10-15	Foods	8
Biology	6-8	To include:	
To include:		Food Selection and Preparation	
Human Physiology		Menu Planning and Service	
Bacteriology		Experimental Cookery	
Psychology	6	Nutrition and Dietetics	6
To include:		Institutional Management	12-15
Personnel Management		To include:	
Economics	3-6	Quantity Cookery	
Education	3-6	Organization and Management	
With emphasis on		Institutional Accounting	
Methods of Teaching			

AFFILIATION WITH THE MERRILL-PALMER SCHOOL

The College carries an affiliation with the Merrill-Palmer School in Detroit. Students interested in various phases of child development, parent education, social service work, extension, secondary school, or other teaching, or nutrition may apply and be selected to study there during one term of the senior year. Selection is on the basis of scholarship (which should be above average), sincerity of interest, and readiness for intensive work. Application should be made through the Secretary of the College of Home Economics by March 1 in the year preceding attendance. Students receive full credit at Cornell for courses taken at the Merrill-Palmer School.

Senior students will register in the University *in absentia* and be required to pay a fee of \$12.50 to bind their registration at the University during the period of absence. Students who hold state cash scholarships cannot be granted them during the period of absence but may apply to the Secretary of the College for recommendation that tuition at the Merrill-Palmer School be waived. An out-of-state student pays no tuition at Cornell during the term she is in Detroit.

A limited number of graduate assistantships are available each year for work at the School. Students interested in these should consult the Merrill-Palmer catalogue and should leave their names at the office of the Placement Secretary of the College of Home Economics by March 1. Merrill-Palmer graduate credits may be counted toward the master's degree at various affiliated colleges, and toward a doctor's degree at Cornell.

SCHOOL OF NUTRITION

The School of Nutrition was established at Cornell University in 1941 to integrate the training provided on the campus in nutrition, in supporting courses in the physical and biological sciences, and in other related fields, and to expand this training. The School offers opportunity for study in several fields including human nutrition and food technology. Its curriculum provides for the training of nutrition teachers and research workers, nutritionists in public welfare and in institutional work, and personnel for laboratory work in food preparation and processing.

To be admitted to the School the applicant must hold a bachelor's degree from a college or university of recognized standing, except that admission is open to Cornell undergraduates who can otherwise qualify at the end of their third year and for whom a combined curriculum can be planned which will enable them to receive the bachelor's degree in their college and simultaneously complete the first year's work of the School. The applicant must have a definite professional interest in the field of nutrition.

For detailed information concerning admission to the School of Nutrition and the courses of study to be followed during the first three years of college work preparatory to entrance in the School, see the *Announcement of the School of Nutrition*.

THE CORNELL UNIVERSITY-NEW YORK HOSPITAL SCHOOL OF NURSING

A combined course taken partly at the University in Ithaca and partly at the Cornell University-New York Hospital School of Nursing in New York City leads to the degree of Bachelor of Science in Nursing.

Students wishing also the degree of Bachelor of Science in Home Economics may receive credit toward that degree for certain courses taken at the School of Nursing.

Information regarding such a combination of work in the two schools may be obtained from the class counselors. Announcement of the Cornell University-New York Hospital School of Nursing may be obtained by writing Miss Virginia Dunbar, Dean of the School of Nursing, 525 East 68th Street, New York 21, N. Y.

STUDENT ACTIVITIES

Student activities are a valuable supplement to the course of study. The student is encouraged to take part in them in reasonable proportion to her academic studies, and to her remunerative work, should she be earning part of her expenses.

Many university activities are open to women, and competition or try-out periods are held at various times during the year. The office of the Counselors of Students maintains a social calendar, and a file of information about each organization on the campus, which is open for student use.

For the students interested in music there are the Sage Chapel Choir, the Glee Club, and the University Orchestra. The Cornell Dramatic Club, and Kermis, the dramatic club on the agricultural campus, offer opportunities to work on costumes, make-up, and properties, as well as acting. The *Cornell Countryman*, the *Cornell Daily Sun*, and the *Widow* are publications that give experience in business management, art, and writing. The Women's Debate Club is open to those interested in public speaking. The Cornell Radio Guild offers experience to a number of students.

The Cornell United Religious Work offers community service as one of its many activities, with groups of students working at the Settlement Houses, the Reconstruction Home, and the Children's Home, and the local hospital.

The Women's Athletic Association promotes good sportsmanship and physical well-being. Students interested in team games find many openings here.

Willard Straight Hall, the student union, has a social and recreational program, with teas, dances, concerts, reading room, art exhibitions, and many other activities. Students serve on the various committees of the Hall.

Phi Kappa Phi is a scholastic honor society to which students of outstanding ability are elected. Omicron Nu is an honor society in the College of Home Economics. Pi Lambda Theta is an honor society for students interested in education.

Mortar Board is an honor society, membership depending on scholarship, leadership, and activities.

The Home Economics Club carries on a program of activities planned for and by home economics students. Membership is open to all students in the College who demonstrate an interest in the Club program. Some student committees sponsor dances, teas, mass meetings, and parties. In cooperation with faculty members, other student committees assist in planning for the series of vocational talks, in awarding the annual scholarship, in hostessing and guiding visitors in the building.

ADMISSION

ENTRANCE REQUIREMENTS

A blank for formal application for admission to the College of Home Economics should be obtained from the Director of Admissions, Cornell University, Ithaca, New York. In 1948, new students will be admitted in September. Applications for this class must be filed by March 1, 1948. Application should be made well in advance of this date.

Students are admitted to the New York State College of Home Economics by College Board Tests, by presentation of acceptable Regents credentials, by acceptable school certificate, or by transfer from another college.

Applicants must offer for entrance either A or B:

A. Fifteen units representing completion of a secondary school course and in the main to be made up of English, foreign language (ancient or modern), mathematics, science, and social studies including history.

B. The New York State High School Diploma in Vocational Home-making.

In addition to the above requirements, applicants must present the following qualifications in order to be entitled to consideration by the Committee on Admissions: a New York State Regents average (or an equivalent high-school average, if the applicant is from another State) of at least 80 per cent at the end of the high-school course; a scholastic rating in the upper two-fifths of the high-school graduating class; evidence of breadth and continuity of interest, and such characteristics of personality as self-reliance and industry. Students applying for admission with advanced standing from other colleges must present equally high records.

All candidates must present a satisfactory certificate of vaccination against smallpox.

The number of applicants that meet the minimum scholastic requirements for entrance greatly exceeds the number that can be admitted. Each applicant is advised to investigate other educational opportunities and to make an alternative plan to which she may turn in case she is not accepted into the College.

During the spring the Admissions Committee of the College interviews each applicant whose scholastic record promises to meet the entrance requirements of the College. Letters are sent announcing plans for interviews in various centers throughout the state.

Upon acceptance the student makes a deposit of \$25 with the Treasurer. The matriculation costs of \$13 are drawn from this and \$12 is held as a guaranty fund until graduation and may then be returned. (See p. 25.)

Information with respect to these regulations and a detailed statement with respect to the high-school subjects that may be offered for admission are found in the *General Information* number, which will be sent on request, by the Cornell University Official Publication, 124 Roberts Place, Ithaca, N. Y.

ADMISSION WITH ADVANCED STANDING

The records of students admitted to the College of Home Economics from other colleges in Cornell University or from other institutions of collegiate rank, may be submitted for credit towards advanced standing. Students who transfer from other institutions must meet the same entrance requirements as those stated on page 19, otherwise six credits will be deducted from the student's advanced standing for each unit of entrance deficiency. In order to obtain the degree of Bachelor of Science, the student must meet the requirements for this degree as stated on page 37. She must also be in residence in the College of Home Economics for the last two terms prior to receiving the degree and must complete at least 30 hours of work, of which 20 shall be in Home Economics.

ORIENTATION WEEK

Undergraduate students accepted for admission to the College of Home Economics are expected to attend all sessions of the program during Orientation Week. This arrangement helps new students to become acquainted with the university environment and to make plans for their year's work before college begins. Students are notified in advance of the dates and time of meetings.

ADMISSION WITH SPECIAL STANDING

The College of Home Economics is able to accommodate a very limited number of special students not candidates for advanced degrees. Applicants must already hold baccalaureate degrees. Special students must take at least two-thirds of their work in the State Colleges each semester they are registered in the College.

Application should be made to the Director of Admissions for entrance with special standing in the College of Home Economics.

Special students pay the same University fees as those paid by regular students in the University (see pages 21 to 23). Applicants should correspond with the Office of the Counselor of Students regarding rooms. Expenditures for books and materials can be estimated at less than those for regular students as special students usually take fewer courses.

Out-of-state special students taking a full-time schedule of twelve or more credit hours will pay tuition of \$150 a semester. For special students who are teaching or otherwise employed in the Ithaca community, and who are registered for less than a full-time schedule, tuition may be adjusted by the treasurer. Special students who are state residents and who hold a first degree from the New York State College of Home Economics will be charged \$17.19 a credit hour for courses taken in the non-state colleges.

ADMISSION OF GRADUATE STUDENTS

Students wishing to apply for graduate study (see p. 38) should obtain application forms for admission to the Graduate School from the Office of the Graduate School, Cornell University. Detailed information regarding the requirements for various degrees, expenses, and courses will be found in the *Announcement of the Graduate School*.

LIVING ARRANGEMENTS

Cornell University requires its women undergraduate students to live in university residences. In these buildings the total cost of board, laundry, and rent of furnished rooms is \$332.50 a term. Housing facilities for women consist of university dormitories, university-owned and university-managed cottages, and sororities. New students may obtain permission to live elsewhere than in university houses only under exceptional circumstances. The Counselor of Students has jurisdiction over all women students in the University and prospective students are requested to write to her for information concerning matters in which they may need assistance.

Application blanks for residence in university dormitories are enclosed with letters of acceptance to the University. Requests for information on dormitory rooms should be addressed to the Manager of Residential Halls, Cornell University, Ithaca, N. Y.

EXPENSES

TUITION

Tuition is free to undergraduate students (except those in Hotel Administration and those registered in the Summer School) pursuing regular or special courses in the New York State College of Home Economics, who upon their first registration in the College are, and for at least twelve months prior thereto have been, *bona fide* residents

of the State of New York. Students who are not exempt from tuition on entrance are held for tuition throughout their college terms.

Any student transferring from one college or course in the University to another, except students sponsored by the Veterans Administration, must pay for the hours of credit allowed in the latter college or course an amount corresponding to the difference in tuition; and no such transfer shall be allowed or credit given until such payment has been made. The taking of such credit hours may not be reduced or deferred.

Students in home economics who are not exempt under these provisions are required to pay \$150 a term for tuition.

OTHER FEES

By action of the Board of Trustees on October 14, 1944, a laboratory and library fee for each College is assessed in lieu of the numerous laboratory fees and deposits formerly charged. The fee assessed to students in Home Economics is \$25 a term.

This fee entitles the student to the *normal* amount of materials required for the course and an allowance for breakage. No additional charge should be incurred by a student who is careful in the use of supplies and equipment. Costs incurred by a student in excess of these allowances will be charged against him or her by the Department.

Matriculation costs of \$13 are required of every student upon entrance into the University, and are payable at the time of registration. A new undergraduate student who has made the required deposit of \$25 with the Treasurer does not make an additional payment of the matriculation costs because the Treasurer draws on the deposit for this fee. See page 25.

An administration and endowed college laboratory fee of \$8.50 a term is charged every student in the College of Home Economics.

A Health and Infirmary fee of \$15 a term is required, at the beginning of each term, of every student. In case of illness any student is admitted to the Infirmary and receives without charge a bed in a ward, board, and ordinary nursing and medical care for a period not exceeding fourteen days in any one term. Beyond this period a charge of \$2 a day is made for ordinary service.

A Willard Straight Hall membership fee of \$5 a term is required at the beginning of each term, of every graduate and undergraduate student. Its payment entitles the student to a share in the common

privileges afforded by the operation of Willard Straight Hall, subject to regulations approved by the Board of Managers of the Hall.

The use of the Hall is restricted to those who have paid this fee.

A *physical recreation fee* of \$5 is required, at the beginning of each term, of every undergraduate. Its payment entitles women students to the use of the women's gymnasium, recreation rooms, and playgrounds, and to the use of a locker.

A *graduation fee* is required, at least ten days before the degree is to be conferred, of every candidate for a degree. This fee is \$10 and is the same for baccalaureate and advanced degrees. The fee will be returned if the degree is not conferred.

Special fees. Assessments, charged to the student's account and payable at the Treasurer's office, are levied upon the student in certain circumstances.

Fees for late registration, or for examination to make up an "incomplete," are discussed on pages 33 and 35.

A student desiring to make an appointment for the required medical examination or conference after twenty days from the last registration day of the term shall first pay a fee of \$2, unless satisfactory excuse for the tardiness is presented to the Faculty Committee on Hygiene and Preventive Medicine.

A student is held responsible for payment of appropriate fee for any injury done to any of the University's property.

DATES FOR PAYMENT OF BOARD AND ROOM, TUITION, AND OTHER FEES

The charge for board, room, and allowance of laundry in the women's dormitory is \$665 a college year, payable in four equal installments. For the fall term, the first payment is due 30 days prior to the date of registration and the second payment at mid-term. For the spring term, payments are due 5 days prior to the date of registration and at mid-term.

Tuition is \$150 a term and this and other fees must be paid within twenty days after the last registration day of each term of the regular session. The last day of grace is generally printed on the registration coupon which the student is required to present at the Treasurer's office.

Any student who fails to pay her tuition charges, other fees, room and board, and other indebtedness to the University, or who, if

entitled to free tuition, fails to claim it at the Treasurer's office and to pay her fees and other indebtedness within the prescribed period of grace, is thereby dropped from the University unless the Treasurer has granted her an extension of time to complete payment. The Treasurer is permitted to grant such an extension, when, in his judgment, the circumstances of a particular case warrant his doing so. For such an extension, a fee of \$2 is assessed. A reinstatement fee of \$5 is assessed any student who is permitted to continue or return to classes after being dropped from the University for failure to pay within the prescribed time. The assessment may be waived in any instance for reasons satisfactory to the Treasurer and the Registrar, when such reasons are set forth in a written statement.

Any tuition or other fee may be changed by the Board of Trustees to take effect at any time without previous notice.

PROCEDURE FOR PAYMENT OF FEES AND DEPOSITS

The Registrar provides each student with registration forms consisting of strips of perforated coupons. Two of these coupons in each term are used as a bill and receipt. The student enters her tuition and fees on the bill, and presents this coupon and the receipt form to the Cashier in the Treasurer's office when she makes payment. The Treasurer does not issue term bills. Since there are penalties for late payment of fees as described above, it is important that all fees be paid within the prescribed time.

THE CASHING OF CHECKS

The Treasurer of the University accepts checks in settlement of charges payable at his office, but a rule of the Board of Trustees forbids him to cash any credit instrument, even to the extent of accepting a check or draft in amount greater than the sum due and returning the excess in cash. Students are therefore advised to open an account in an Ithaca bank as soon as they arrive in town, or else to provide themselves with traveler's checks, drafts on New York City banks, money orders, or other form of credit instrument such as a bank will cash in the ordinary course of business.

ESTIMATE OF TERM EXPENSES OF STUDENTS

Personal expenses, such as transportation to and from home, clothing, recreation, and miscellaneous items, are to be estimated by the individual.

REQUIRED:

All students

*Tuition	(waived for state residents)	\$150.00
†Room and board in dormitory		332.50
*Administration and endowed-college laboratory fee		8.50
*Infirmary fee		15.00
*Willard Straight membership		5.00
*Course fees		25.00
*Books and materials (estimated average)		30.00
*Physical recreation fee		5.00
Total without tuition		\$421.00

For new students

*Deposit with treasurer (paid prior to entrance)		\$ 25.00
Draw from this:		
Matriculation costs		\$13.00
‡Guaranty fund to be retained until graduation. May then be returned		12.00
**Room deposit		\$ 25.00

For freshmen and sophomores

Gymnasium equipment (to be purchased according to department instructions):		\$ 15.00
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For seniors

Graduation fee		\$ 10.00
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DESIRABLE BUT NOT REQUIRED:

Freshman banquet fee		\$ 1.50
Music, University Concert Course (season).....	3.50 to	9.50
Dramatic Club productions, each.....	.44 to	.55
Athletic games (season—estimated).....	12.00 to	15.00

*Special students also are held for these fees.

†Additional charge is made to students remaining in Ithaca during Christmas and spring vacations.

‡Regular and special students taking honorable dismissal will have a return on this when the "dismissal" is granted.

**Applied in full against initial room and board bill.

OPPORTUNITIES FOR EARNING EXPENSES

Applicants should understand at the outset that there is no way to earn while at college the entire amount necessary for the college course. Even before launching a plan to earn a portion of the college expenses, students should give careful consideration to the amount of remunerative work that can be carried successfully with an average college program. Otherwise health, the quality of scholastic work, and many of the opportunities which a college education affords, are sacrificed. In planning their college programs, students should remember that classroom work is but one part of education. Opportunities for participation in activities, time for social life, special lectures and con-

certs, reading, relaxation, sleep, and even spare time may be as significant in the educational program as are the courses for which the student registers. It is important for the freshman to find her place in the new community as early as possible, and in order that she may have time for this she is advised against planning to earn any large share of her expenses during the first year unless it is absolutely necessary. If, however, her college work is contingent upon earning a substantial amount of her expenses it is sometimes wise to start earning in the first year to prevent too heavy a work schedule at a later period in her course.

SUMMER AND PART-TIME EMPLOYMENT

Summer work serves a two-fold purpose. In addition to financial assistance, it provides an opportunity for the student to gain vocational experience, in some cases to see the various opportunities a given vocational field offers, and to learn something of the personal qualifications and adjustments required.

Last summer undergraduates were engaged in many camp jobs as counselors, dietitians, or assistant dietitians; in resorts and summer hotels as waitresses, cooks, clerical workers, hostesses; in families as general assistants; in tea rooms and cafeterias as general assistants; in department stores as salespeople; in offices as secretaries, stenographers, or clerical workers; in child care centers as assistant teachers; and in industrial plants as skilled and unskilled workers. Some worked as apprentices in the dietary or nursing departments of hospitals, an excellent opportunity for students who anticipate post-graduate training in hospital dietetics or nursing.

Sixty-five per cent of the students in the College reported jobs for the summer of 1946. Applications for summer jobs may be made through the Placement Secretary's Office, and should be made by April 1 whenever possible.

As in the past, some students may earn their board by waiting on table in the dormitory dining rooms. In these cases \$179 a term is deducted from the total dormitory charge of \$332.50 a term for room and board. Occasionally a student may earn full room and board in a private family, in return for four hours of work a day in the home. This type of employment handicaps a student considerably because of the distance from the campus and the time involved. Homemakers prefer to employ students who have completed their first year at college and have shown ability to handle housework and scholastic requirements at the same time. Placements in homes are handled by the Office of the Counselor of Students, and since Cornell University requires women students to live in the residential halls, special permission to

live elsewhere must be secured from the Counselor of Students before any plans for work are made.

There are some opportunities for regular part-time work in the laboratories and departmental offices of the college. A few jobs may be found with business concerns in Ithaca.

Students may earn small amounts by doing miscellaneous work by the hour such as caring for children, serving at teas, light housework, clerical work, stenography, and typing. Calls for this work are irregular and one cannot depend on earning any definite amount.

Information about opportunities for employment on the Cornell campus during the school term may be obtained from the Office of the Counselor of Students, Administration Building, Tower Road. Information about summer employment and work within the College of Home Economics may be obtained from the Placement Secretary of the College. The work plans of all resident women students must be approved by the Office of the Counselor of Students and should be on record there.

It is hoped that earning money will not have to be a main consideration all the time a student is in college. Much valuable experience is to be gained from an apprenticeship in a field in which a student hopes to be employed later, but often such apprenticeships cannot be paid, inasmuch as the student does not yet have sufficient experience to make her valuable to the organization.

SCHOLARSHIPS, PRIZES, AND LOANS

Students should acquaint themselves with the information on scholarships available for all women in the University. Information about these and about loans may be obtained from the Office of the Counselors of Students.

Certain scholarships are available for students in Home Economics particularly. These are described in the following paragraphs. A student must have a minimum cumulative average of 78 as well as definite financial need to be eligible for one of these scholarships. Applications for scholarships must be filed with the Secretary of the College by April 15, unless otherwise noted. A student may hold only one Home Economics scholarship in a given year.

THE HOME BUREAU SCHOLARSHIPS

Eight scholarships, established by the New York State Federation of Home Bureaus, are awarded each year in recognition of leadership, financial need, interest in and preparation for extension service. The money for these is contributed by members of the Home Bureaus throughout the State.

The Carrie Gardner Brigden Scholarship was named in honor of the first president of the New York State Federation of Home Bureaus. The scholarship is awarded to a member of the incoming senior class, and was held during the year 1946-1947 by June Tonnesen.

The Martha Van Rensselaer Scholarship was named in honor of the first state leader of home-demonstration agents in this state, and the first director of the New York State College of Home Economics. The scholarship is awarded to a member of the incoming senior class, and was held during the year 1946-1947 by Betty Hartman.

The Flora Rose Scholarship was named in honor of the second director of the New York State College of Home Economics. It is awarded to an incoming junior or senior and was held during the year 1946-1947 by Patricia Grabb.

The Ruby Green Smith Scholarship was named in honor of a former state leader of home-demonstration agents and counselor of the New York State Federation of Home Bureaus. It is awarded to an incoming junior or senior and was held during the year 1946-1947 by Elizabeth Alden.

The Nettie M. Roods Scholarship was named in honor of a former treasurer of the New York State Federation of Home Bureaus. It is awarded to an incoming junior or senior, and was held during 1946-1947 by Rosalie Smolin.

The Anna Gage Putnam Scholarship was named in honor of a member of the first Board of Directors of the New York State Federation of Home Bureaus and a loyal member for many years. Members of all classes are eligible to hold this scholarship. It was awarded for the first time for the year 1946-1947, and was held by Jean Kahles.

The Martha H. Eddy Scholarship will be awarded for the first time for the year 1947-1948. Mrs. Eddy, in whose honor it is named, is a former president of the State Federation of Home Bureaus. She has been a member of the Saratoga County Home Bureau since its organization, and at present is one of the College Counselors of the Federation. The scholarship is to be available to members of all classes, preference being given to underclassmen.

The Ann Phillips Duncan Scholarship was named in honor of Ann Phillips Duncan who was the Home Demonstration Agent for Broome County, one of the organizers of the State Federation of Home Demonstration Agents, and served on the State Fair Commission. The scholarship is held by Frances Eleanore Duncan.

THE MARTHA VAN RENSSELAER ALUMNAE SCHOLARSHIP is awarded to a member of the incoming sophomore, junior, or senior

class who is an outstanding student. It is awarded on the basis of scholarship, leadership, and financial need. Awarded in 1946-1947 to Clara Newell.

DAUGHTERS OF THE AMERICAN REVOLUTION INDIAN SCHOLARSHIP... The New York State Conference, Daughters of the American Revolution, has created a scholarship in the College of Home Economics for New York Indian students. This permanent scholarship is in memory of Olive S. Whitman, late wife of ex-Governor Charles S. Whitman. Applications must be filed with Mrs. Thaddeus Merriman, Hotel New Weston, 36 East 50th Street, New York, N. Y. by freshmen, at the time of application for admission to the college. Awarded for 1946-1947 to Elma Jones.

OMICRON NU SCHOLARSHIP... Omicron Nu offers a scholarship to a member of the incoming junior class. The award is made on the basis of financial need, scholarship, continuing interest in Home Economics, and leadership. Awarded for 1946-1947 to Caroline Gerhold.

THE HOME ECONOMICS CLUB SCHOLARSHIP is awarded to a member of the incoming senior class. The holder of the scholarship is selected on the basis of financial need, leadership, and scholarship. Will not be awarded 1947-1948.

THE ROBERT M. ADAMS 4-H MEMORIAL SCHOLARSHIP was established in memory of Professor R. M. Adams by the 4-H Clubs of the State of New York. The scholarship yields approximately \$50 a year. Students who are state residents are eligible to apply after their first year in the College and those who have been 4-H Club members are given first consideration. The award is based on financial need, leadership, and scholarship. Awarded for 1946-1947 to Janet Aldrich.

DREYFUS MEMORIAL SCHOLARSHIPS... Two scholarships of an annual value of about \$500 each have been established by Mrs. Berta E. Dreyfus in memory of her husband Dr. Louis A. Dreyfus. In their award preference is given first to students coming from the high schools of Richmond County, New York, and next to those from Sandusky County, Ohio. First consideration is given to those specializing in Chemistry, Engineering, or Agriculture or, to women, in Home Economics or Arts and Sciences. These scholarships are awarded to incoming juniors and seniors. Application should be made to the chairman of the University Scholarship Committee before the close of the spring term.

THE NEW YORK STATE FEDERATION OF WOMEN'S CLUBS SCHOLARSHIP... The New York State Federation of Women's Clubs offers from time to time two scholarships of \$250 each. Award is on the

basis of scholarship, financial need, and a desire to serve the interests of homemaking in New York State. A student is not eligible who is the holder of another scholarship. Applications should be filed with the chairman of the Federation Scholarship Committee, Mrs. Claire Bateman, Dansville, New York, before June 1.

THE GRACE SCHERMERHORN SCHOLARSHIP is given by the Association of Homemaking Teachers of the New York City Elementary and High Schools in memory of a former director of Homemaking Education. It is awarded to a student entering the New York State College of Home Economics. To be eligible to apply a student must be outstanding in scholarship and character and must be recommended by the teacher of homemaking in her particular high school. She must expect to prepare to teach in New York City. Not awarded for 1946-1947.

THE NEW YORK STATE BANKERS' ASSOCIATION SCHOLARSHIP was established in 1940 making \$150 available to an incoming freshman who is a 4-H Club member. For the year 1946-1947 the sum was \$200. Half is paid upon matriculation as a freshman, and the remaining half is paid at the beginning of the next semester.

The recipient, selected on the basis of scholarship, leadership, and financial need, must be a 4-H Club member, and must be in the group of students accepted as freshmen by the College of Home Economics. After acceptance, freshmen may obtain application blanks from the County 4-H Club office. Awarded for 1946-1947 to Shirley McElwain.

THE BORDEN HOME ECONOMICS SCHOLARSHIP. . . A fund established in 1944 by the Borden Company provides for an annual award of \$300 to the top-ranking member of the senior class. The award is made in the fall prior to graduation, and is based on the cumulative average for six terms of work. The recipient must have completed two or more courses in Food and Nutrition. Awarded in the fall of 1946 to Joan Auchter.

THE DANFORTH SUMMER FELLOWSHIP is awarded annually by the Danforth Foundation and the Ralston-Purina Mills in St. Louis, Missouri, to outstanding juniors of thirty-nine state universities. Juniors in the New York State College of Home Economics are eligible to apply through the office of the Secretary of the College. Applications should be filed by April 15.

This fellowship provides opportunity to study problems of manufacturing, commercial research, distribution, advertising, personnel, and leadership. The fellowship covers the student's expenses for two weeks of study and observation at the Ralston-Purina plant in St.

Louis, and for two weeks of leadership training at the American Youth Foundation Camp on Lake Michigan.

The recipient is chosen by a faculty committee, and the scholarship holder of the previous year, for her interest in the commercial field, her scholarship and leadership ability, and as an outstanding student in physical, mental, social, and religious development. Awarded in 1946 to Emily Palmer.

THE DANFORTH GIRLS' SCHOLARSHIP is awarded annually to an outstanding freshman in Home Economics. Cornell is eligible to recommend candidates. The candidate recommended by her College receives a half scholarship, and one girl is chosen by the Danforth Foundation for the national honor of a full scholarship. Candidates receive two weeks of leadership training with free tuition and expenses at the American Youth Foundation Camp on Lake Michigan. Half scholarship awarded, 1946, to Jean Peet.

PRIZES

The Pillsbury Shelf of Books. This award was established in the College in June, 1944, in honor of the 75th anniversary of the founding of the flour milling company, by the family of Phillip W. Pillsbury, the president. It consists of a dozen titles selected as "books a Home Economist would most desire in her chosen profession." It is given each year to the highest ranking senior in the graduating class. Awarded in 1946 to Harriet Friemel.

For information concerning prizes offered in the University and open to competition of students in the College of Home Economics, see the pamphlet, *Prize Competitions*, which may be obtained from Cornell University Official Publication, 124 Roberts Place, Ithaca, N. Y.

CASH AWARDS

A small fund is maintained by the Alumnae Association of the New York State College of Home Economics from which worthy students under financial pressure may receive small sums, no amount to exceed \$20. Applications should be made through the Secretary of the College.

LOANS

The Omicron Nu Loan Fund was established at the suggestion of Emma Rose Curtis of the class of 1937, and was originally named in her honor. It is available to seniors in the New York State College of Home Economics. No interest is charged, but loans must be paid back a year from the time of borrowing to insure help to other students. Appli-

cations for loans from this fund should be made through the Secretary of the College.

The New York State Grange has established a loan fund to aid its members in securing a higher education. Application may be made to Mr. H. M. Stanley, Skaneateles, New York.

The Lambda Chapter of Epsilon Sigma Phi at Cornell has a substantial loan fund. Sons or daughters of any New York State extension workers, especially superior students who are preparing to enter the Extension Service, are eligible. If not entirely used by this group the balance of the Fund is available to other students. These loans, secured by properly endorsed negotiable notes, are without interest during the college course and for six months thereafter, after which interest is at 4 per cent for one year and 6 per cent for each year thereafter until the principal is paid. Notes must be renewed annually. Interest charges shall begin six months after the borrower receives the degree for which the loan was made. If the borrower leaves college before a degree is obtained, interest shall be charged six months after the borrower leaves college.

The Epsilon Sigma Phi Loan Fund is administered by a committee of three, of which Professor Ralph H. Wheeler, Roberts Hall, Cornell University, is chairman. All applications for loans should be referred to this committee.

A number of loan funds are available to needy students through the University. These are administered by a standing committee. Applications are made through the Office of the Counselor of Students.

GRADUATE FELLOWSHIPS AND DEPARTMENTAL ASSISTANTSHIPS

THE ANNA CORA SMITH FELLOWSHIP FOR RESEARCH.

The Anna Cora Smith Fellowship is awarded to a young woman for research in Home Economics. The research must aim "to add to home-economics knowledge and to make all its teachings more useful both to the State and to the individual." The selection of candidates is made on the basis of fitness for research. While presumably the fellowship is awarded to graduate students, no limitation is imposed to prevent the committee from exercising its discretion in the selection of an undergraduate student. Application should be made at the Office of the Graduate School by March 1. Awarded for 1946-1947 to Mildred Bowers.

DEPARTMENTAL ASSISTANTSHIPS. . . . A number of departmental assistantships in teaching and research are available to qualified graduate students. Many of these carry exemption from tuition in the

Graduate School. Application should be made by March 15. Full information about assistantships available and method of application will be sent on request by the Secretary of the College of Home Economics.

SPECIAL REGULATIONS AND PROCEDURES

REGISTRATION

Registration coupons are sent to each new student from the office of the Registrar at the beginning of the term. On the coupons are directions for registration in the University. If a new student has not received registration coupons by registration day, she should go in person to the Office of Admissions to procure them. Instructions for registration in the College are issued by the office of the Secretary of the College.

Freshmen, sophomores, and juniors will be mailed an application for their University registration coupons for the following year at the same time spring-term grades are sent, if they leave a self-addressed envelope at the Office of the Registrar. If coupons are not received by the first of the week preceding a term registration they should be requested of the Registrar.

The College of Home Economics holds a pre-registration each term so that students may have time to plan thoughtfully their programs for the ensuing months, and so that departments may have information of the number of registrants for various courses. Freshmen are given opportunity to complete the planning of their first semester's program during Orientation Week.

Class and laboratory sections for sophomores, juniors, and seniors are made up in the office of the Secretary of the College, and pre-registration coupons giving assignments to class sections are returned to students on the day of the University registration.

At registration the student presents her university coupons and coupon No. 6 must be filed by the student personally with her college officer. A student who is absent from registration is liable for the late registration fee.

Special students follow the same procedure for registration as regular students.

LATE REGISTRATION

A student desiring to register in the University after the close of registration day shall first pay a fee of \$5.

A student desiring to file the study card after registration day shall first pay a fee of \$2.

These assessments may be waived only if failure to comply with the regulation was due to reasons beyond the student's control. Application for such a waiver should be made to the Secretary of the College.

CHANGES IN COURSE REGISTRATION

A student cannot receive credit for a course unless she has registered for it in the College Secretary's Office. Attendance in a class without formal registration presupposes no credit for the course. Cancellation of any course must likewise be done through the Secretary's Office.

Any student whose name continues on a class list due to failure to file a change-of-registration slip will be liable to receive a failing grade.

Changes of registration may be made only by permission of the Faculty Committee on Petitions and Academic Standing. A student who desires to drop a course or to add another after receiving her term schedule on registration day must obtain a change-of-registration slip and a petition blank from the class counselor. The student must file these in the office of the Secretary of the College after they have been filled out and approved by the persons designated on the forms.

USE OF PETITIONS

A student may file a petition when for some unusual reason it seems impossible or unwise for her to comply with the rules of the University or College. In order that students may be clear on appropriate uses to be made of petitions, the following examples are given.

1. When it is necessary to lighten the schedule during the term for such reasons as health, increase in the amount of remunerative work that the student must carry, or other reasons on recommendation of the Counselor.

2. When the instructor recommends cancellation of the course during the term because the work is too advanced or the student lacks any aptitude for the particular type of work involved.

3. When a student wishes to carry a schedule of more than 18 hours exclusive of physical education. In order to be granted, the student should have an average of 80 for the preceding term.

4. When it is necessary to carry a schedule of less than 12 hours.

5. When it is proposed to meet the graduation requirement in a special way.

6. When permission is desired to study *in absentia* at an institution other than the Merrill-Palmer School.

LIBRARY FINES

Any fines incurred should be paid within ten days. Those amounting to \$1.50 or less should be paid at the college library, those in excess of \$1.50 at the office of the Bursar of the State Colleges, in Roberts Hall. A notice of fines due is sent to the Bursar, who reports to the librarian when the fine is paid.

The names of students delinquent in the payment of library fines are finally sent to the Treasurer of the University. In order that a student may graduate it is essential that all accounts be cleared. Unpaid fines may result in withholding of the college degree.

GRADES

Grades in the University are reported to the Registrar on the numerical scale of 0 to 100, 60 being the lowest passing grade.

The grade of *incomplete* (*Inc.*) is assigned if the work of a course is not completed but, in the judgment of the instructor, the student has good reason for the deficiency and has shown evidence that she can complete the work of the course satisfactorily.

To remove the grade (*Inc.*) and receive credit for the course, a student must obtain a permit from the office of the Secretary of the College and must pay a fee of \$2 unless waiver of the fee is granted by that office. A grade of *incomplete* must be removed before the expiration of two terms and a summer session, otherwise the grade automatically becomes a failure, and is averaged in the student's record as 50.

If a student's deficiency in a course is merely the result of unavoidable absence from the final examination, the grade *absence* (*Abs.*) may be given. The student should obtain from the office of the Secretary of the College a permit for making up the examination. It is wise to make up the examination as soon as possible, for obvious reasons, but two terms and a summer session are allowed. If not made up, this grade is figured in the average as 50.

A grade of Z is sometimes given when a student withdraws from a course in Arts and Sciences without official permission. Such a grade appearing on a record in fall term, 1947, or subsequently, will be figured in the average as 50.

A student whose work in any course is unsatisfactory is sent a warning notice. Otherwise students are not automatically informed of grades. A student who wishes to receive a statement of grades may leave a stamped and self-addressed envelope at the office of the Secretary of the College on or before the last day of the term examinations.

The official record of the student's credits is in the office of the University Registrar, to whom requests for transcripts of record bearing the University Seal must be made.

DEFICIENCY IN SCHOLARSHIP

A cumulative average of 70 is required for graduation. A student whose cumulative average is below 70, or whose average for a given term is below 70, is considered as not making satisfactory progress

and is notified that her record will be reviewed by the Faculty Committee on Petitions and Academic Standing. She may be warned, placed on probation for a term, placed on strict probation for a term, or she may be asked to leave the University. Parents are notified at the time that any of these actions are taken.

A student on probation or strict probation is ineligible to hold or compete for office in student organizations, and must notify the proper authorities of her ineligibility.

The records of all students on strict probation are reviewed at the middle of the term. Students are requested to appear before the Faculty Committee and present their records.

Any student on strict probation who fails to make a satisfactory record by the end of the term is liable to be dropped from the University. In such instances the student is given an opportunity to appear before the Committee and present her case before a decision is made.

ATTENDANCE AND ABSENCES

Regular attendance at lectures, recitations, and laboratory periods is expected throughout each term, beginning with the first day of instruction. In all cases of absence from class the student herself is responsible for explaining the reason for her absence directly to the instructor concerned. The instructor will decide whether or not the work may be made up. Any student who has been ill in the Infirmary should keep the slip issued to her by the Infirmary when she is discharged and present this to her instructors when explaining her absence.

The excessive absence of any student will be reported to the class counselor concerned, in order that the counselor may investigate, and help the student make whatever adjustment seems necessary.

A student whose record shows persistent absence may at any time be dismissed from the College on recommendation of the Petitions Committee.

A student not in attendance on university duties and not a resident of Ithaca must leave town within five days after her university attendance has been officially discontinued.

PROCEDURE FOR LEAVE OF ABSENCE, HONORABLE DISMISSAL, OR STUDY IN ABSENTIA

If a student finds it necessary to withdraw from the University before the end of a term, application should be made at the office of the Secretary of the College for a leave of absence or an honorable dismissal.

A leave of absence is granted for one semester only. It may be extended for a second semester, but if the student has not indicated her

intention to return at the end of the second term her record will be closed by an honorable dismissal.

An honorable dismissal refers to moral character, not to academic standing. It closes the student's record and entitles her to the return of the guaranty-fund deposit (see p. 25).

If the student wishes to reenter at a later date, after having had an honorable dismissal, she must reapply through the Home Economics Committee on Admissions. Her application should be made, if possible, at least two months in advance of the date she wishes to return.

A student wishing to study *in absentia* for part of her last year of college may petition to be allowed to do so. Permission is given only under unusual circumstances. Such study must be done at an institution approved by the College and the proposed program must be approved by the student's counselor. Petition is not necessary for study at the Merrill-Palmer School. The student must pay a fee of \$12.50 to bind her registration at Cornell during the period of study *in absentia*.

REQUIREMENTS FOR THE DEGREE OF BACHELOR OF SCIENCE

The requirements for the degree of Bachelor of Science are the completion of 120 credit hours of required and elective work during the four years; and, in addition, four credits of Physical Education, one credit in each of the first four terms, unless excused by the University Committee on Physical Training. Official excuse slips are issued by the Secretary of the College.

The student must have a cumulative average of at least 70 for the work of the college course. She must be in residence for at least two terms prior to receiving the degree.

Credits should be distributed in the following groups as indicated:

Group 1	Credit hours
Basic sciences, minimum required hours.....	30
Courses in any college in the University. Choose two or more from each of the following groups:	
a. Biological sciences: General Biology, Zoology, Botany, Bacteriology, Physiology, Anatomy, Histology, Biochemistry, Entomology	6*
b. Physical sciences: Chemistry, Physics, Astronomy, Meteorology, Geology	6*
c. Social studies: Economics, Government, History, Psychology, Sociology	12**
d. Basic science elective (may be in either a, b, or c).....	6*

*All students who entered before November 1944 and transfer students who entered in November, 1944, will take 9 hours of Physical and 9 hours of Biological Science and will not take the Basic Science elective.

**Economics of the Household 130 may count toward the social science requirement for graduation for all students entering the College before the fall term, 1945, and for transfer students entering in the fall of 1945. Freshmen entering in the fall of 1945 and all new students, freshmen or transfers, entering after that time may not count Economics of the Household 130 toward the social science requirement. For this group it will count as part of the homemaking core.

Group 2

English 111-112 (Formerly 2a and 2b) or Oral and Written Expression A and B, minimum required hours.....

6

Group 3

Home Economics, minimum required hours..... 40

Students who entered as *freshmen* in the fall of 1945 and *all students* entering after the fall of 1945 must include in group 3 the homemaking-core courses (see courses starred, pages 40 to 64). For students who entered as *transfers* in the fall of 1945 it is recommended that work be taken in each of the areas of homemaking dealt with by the following departments: Child Development and Family Relationships, Economics of the Household and Household Management, Food and Nutrition, Housing and Design, Textiles and Clothing.

Group 4

Electives 44

a. Courses in any College in the University 24

b. Courses in the state colleges of Home Economics, Agriculture, Veterinary Medicine 20

Although the courses in Groups 1 and 2 and many of the courses in Group 3 contribute to the students' general education, it is hoped that these electives also will be used to broaden this aspect of the students' education.

120

Physical Education (should be taken during the first 4 terms of residence) 4

Note: Agricultural Engineering 10 may be counted as Physics. Of the 10 hours of credit in Food and Nutrition 115 (or 214) and 215 (see page 47), 6 hours are counted as Chemistry and may be credited to either Group 1b or Group 4b; 4 hours are credited to Group 3 as Food.

The Interdepartmental Courses may be counted toward the graduation requirement. Social Science A, B, and Social Science 1, will count in Group 1c. Human Growth and Development A will count as 3 hours in Group 1a, and Human Growth and Development B will count as 3 hours in Group 1c.

Courses in Hotel Administration may be counted in Groups 4a and 4b; they may be included in Group 3 only by faculty permission.

Group 1 and Group 4a may be taken outside the state colleges without additional charge to the student. If, however, a student fails or receives a grade of Z in any course in either Group 1 or Group 4a, the credit hours of the failed course are counted against Group 4a. Courses may be taken outside the state colleges beyond this limit of 24 hours only during the student's last semester prior to graduation and provided that the hours taken in excess of 24 credits are also in excess of the 120 hours required for graduation, and upon payment of \$17.19 for each credit hour.

GRADUATE STUDY

Inquiries about admission to graduate study should be addressed to the Graduate School, Cornell University, Ithaca, New York. Inquiries about facilities for advanced study and research in Home

Economics should be addressed to the Head of the Department in Home Economics in which such work is contemplated.

Study Leading to Advanced Degrees

Master's Degree

Within the College of Home Economics, graduate study leading to a master's degree is offered in Child Development and Family Relationships, Economics of the Household and Household Management, Food and Nutrition, Home Economics Education, Institution Management, and in the combined subjects of Textiles and Clothing and Housing and Design. To carry intensive work in any one of these six areas, a student selects it as a major subject; she also selects a minor subject and registers under M.S. "Plan A" or M.S. in Ed. To carry comprehensive work in the general field of Home Economics a student registers under M.S. "Plan B".

Doctor's Degree

Within the College of Home Economics, Child Development and Family Relationships, Economics of the Household and Household Management, Food and Nutrition, Nutrition, and Home Economics Education are the approved major subjects for study leading to the Ph.D. degree.

For full information regarding the M.S. degree, both Plan A and Plan B, and work leading to the Ph.D. degree, see *Announcement*, to be obtained from the Office of the Graduate School; regarding the M.S. in Ed. see *Announcement*, to be obtained from the Director of the School of Education, Stone Hall; regarding the degrees Master in Nutritional Science, or Master in Food Science, see *Announcement* to be obtained from the Director of the School of Nutrition.

DESCRIPTION OF COURSES

To obtain for its students a broad background of educational experience the College of Home Economics supplements the courses offered in its various divisions of instruction with those given in other Colleges of the University. Students should acquaint themselves with the catalogue descriptions of courses in these related departments.

Courses in home economics are numbered as follows:

Courses below 300: primarily for undergraduates.

Courses in the 100 group: courses without prerequisite.

Courses in the 200 group: courses having prerequisite; open to members of all classes as soon as the preliminary work has been taken.

Courses in the 300 group: primarily for seniors and graduates.

Courses in the 400 group: for graduates.

Unless otherwise noted, all courses are given in Martha Van Rensselaer Hall.

Courses starred represent the required Homemaking Core (see pages 7 and 38).

ORIENTATION

100. *ORIENTATION*. Fall. Credit two hours. T Th 10. Amphitheatre. Associate Professor FAILING, Mrs. READ, Miss HUMPHREYVILLE, and others.

A course designed to acquaint the student with the educational experiences offered in college and to assist her in making a plan for intelligent use of them. Includes work on educational plans, discussion of personal, social, and study problems of college students, and investigation of some of the vocational opportunities in home economics.

[110. *ORIENTATION*. Credit two hours. Lectures and discussion. Associate Professors FAILING, STOCKS, and others.

The work of this course centers around the choice of a vocation: the basis for making a vocational choice, intensive study of one or more vocations related to home economics, and some opportunity for vocational observation and participation.

A sum of \$25 should be set aside for expenses in vocational observation and participation in this course.] *Not offered in 1947-1948.*

CHILD DEVELOPMENT AND FAMILY RELATIONSHIPS

The study of Child Development and Family Relationships is closely related to the biological and social sciences. To understand human behavior it is necessary to understand the physical and psychological structure of the person; it is also necessary to understand his economic, social, and other activities in the total social framework of a given culture. Since the development of the person is especially influenced by the intimate relationships in the family, the department of Child Development and Family Relationships concentrates upon the study of family life.

Observation of young children, and practical experience with them, is provided through the department's Nursery School and the homes of the nursery school children, the city nursery schools, and the play groups in the settlement houses.

Courses in other colleges of the University that are related to the work in Child Development and Family Relationships are in *Growth and Development*, *Mental Hygiene*, *Psychology*, *Education*, *Anthropology*, and *Sociology*.

*102A. *THE INDIVIDUAL AND THE FAMILY*. Fall and spring. Credit three hours. *This course and 102B must be taken in sequence and credit will not be given for one without the other.* For freshmen and sophomores. *Fall*, T Th 11, S 11-1; *Spring*, T Th 9, F 2-4. Amphitheatre. Students should have available for observation in the nursery school at least one hour each week at 9, 10, 11, or 12. Assistant Professor SMART and Professor BULL.

A course dealing with the development of the individual in contemporary American family life. The family as one of the important factors in shaping growth and adjustment of children and adolescents.

*102B. *THE INDIVIDUAL AND THE FAMILY*. Continuation of course 102A. Fall and spring. Credit three hours. For freshmen and sophomores. *Fall*, T Th 9, F 2-4; *Spring*, T Th 11, S 11-1. Amphitheatre. Students should have available for observation in the nursery school at least one hour each week at 9, 10, 11 or 12. Assistant Professor SMART and Professor BULL.

120. *HOME NURSING*. Fall and spring. Credit one hour. Open to sophomores, juniors, and seniors. M W or F 2-4. Annex, second floor. Mrs. ALDRICH.

The home adaptation of hospital facilities and care; signs of illness and ways of caring for the patient—mild and chronic illness and convalescence; the care of emergencies until the doctor comes; care of a patient who is seriously ill if the members of the family work under supervision of a visiting nurse.

130. *EXPERIENCE WITH CHILDREN*. Fall and spring. Credit three hours. Primarily for sophomores and second-term freshmen. Assistant Professor HARRIS.

Course 102A or one semester of elementary psychology is recommended to precede this course. Recommendation by adviser and permission of instructor required.

Discussion, T Th 8. Room 124. Laboratory, individually arranged. The student must have one morning free from 9-12 (not Saturday), plus one completely free afternoon each week.

Directed experience with children 2-12 years of age in nursery schools and organized groups in the community. Participation, observation, reading, reports, discussion.

140. *CREATIVE PLAY IN CHILDHOOD*. Spring. Credit three hours. Open to sophomores, juniors, and seniors. Assistant Professor HARRIS.

Lecture, M W 8, Room 121. Laboratory, T 2-4, Room B-10.

Observation: Two hours weekly in the nursery school which means that on two days during the week the student must have a free hour at 9, at 10 or 11. At least one of the two hours must be at 9 or 10.

The meaning of play and its value in meeting the needs of the growing child are emphasized. Consideration is given to the types of play experience for children which contribute to well-rounded development, and to the play materials which help to provide such experience, i.e., toys and play equipment, books and pictures, art and plastic materials such as paint and clay.

150. *LITERATURE FOR CHILDREN*. Spring. Credit two hours. M W 2. Room 121. Associate Professor REEVES.

This course proposes to consider the field of children's literature as a serious part of the body of literature; to explore the meaning of books and reading in childhood; to develop criteria for evaluating contemporary literature; to give

limited experience in writing stories for children of preschool age; to round out the student's acquaintance with the classics.

260. *FAMILY RELATIONSHIPS AND PERSONALITY DEVELOPMENT*. Fall. Credit three hours. M W F 10, Room 124; M W F 11, Room 339. Each section limited to 50 students. Professor ———.

This course deals with the influence of the family experience in personality development. Biological determinants of personality are not ignored but the chief emphasis is upon the family as the medium through which the demands of the culture are interpreted to the child. Among the topics considered are the socialization of the child in middle class American society with some comparisons with other groups; problems of family relationships which are inherent in the structure of the family or arise out of the current milieu.

300. *SPECIAL PROBLEMS*. Fall and spring. Credit and hours to be arranged. Department staff.

For students recommended by advisers and approved by the head of the department and the instructor in charge for independent, advanced work not otherwise provided in the department.

302. *HEALTH OF THE FAMILY*. Fall and spring. Credit two hours. Primarily for juniors and seniors. T Th 11. Room 301. Professor BULL.

Basic principles of health and their application to the individual family. Special emphasis on certain periods of the life cycle — prenatal period, infancy, puberty, the menopause, and the declining years.

305. *METHODS OF CHILD STUDY*. Spring. Credit two hours. Primarily for seniors and graduate students. Limited to ten students. Prerequisite, one of the following courses: Child Development and Family Relationships 260, 310, 360, Psychology 1 and 2, Human Growth and Development or Rural Education 117. T Th 9. Room 124. Associate Professor FORD.

This course deals with techniques which contribute to the understanding of the preschool child. Methods to be considered are observational records, rating scales, mental tests, and play techniques. The student is expected to gain some understanding of the use and interpretation of various techniques through limited practice in one or more areas.

310. *PRINCIPLES FOR CHILD GUIDANCE*. Fall and spring. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite: one course in Child Development and Family Relationships or Psychology. M W F 8. Room 124. Weekly small group discussions. Professor WARING.

Observation in the nursery school includes study of individual children and their guidance; the aspects of their behavior — routine and creative, individual and social — as they are related in their personalities; and the guidance which promotes behavior that gives them social sanction, personal satisfaction, and optimum growth and development. Principles of guidance as the basis for selecting procedures and for predicting and evaluating their outcomes. Application to person-to-person relations at any age; and especially to older children, the sick, convalescent, and handicapped.

315. *CHILD DEVELOPMENT*. Advanced course. Spring. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite: Human Growth and Development and two or more credit hours of Child Development and Family Relationships or permission of the instructor. M W F 3. Room 3M13. Mr. YARROW.

This course deals with the physical, motor, language, intellectual and social behavior and development of the preschool child. Consideration of relevant research literature, and planned observation of nursery school children.

325. *EXCEPTIONAL CHILDREN IN THE FAMILY*. Fall. Credit two hours. Open to juniors, seniors, and graduate students. Prerequisite: one of the following courses: Child Development and Family Relationships 260, 310, 360, Psychology 1 and 2, Human Growth and Development or Rural Education 117. T Th 9. Room 301. Associate Professor FORD.

This course deals with the personal-social development of exceptional children (gifted, retarded, and temporarily or permanently physically handicapped); family attitudes and responsibilities in relation to them; and community resources which supplement the family in providing for exceptional children. The primary emphasis is on the exceptional child in relation to his own family group.

330. *PARTICIPATION IN NURSERY SCHOOL*.

Section A. Junior Nursery School

Section B. Senior Nursery School

Section C. Ithaca City Nursery School

Fall and spring. Credit three or four hours for each section. Students may register in successive terms, but A or B must precede C.

Open to qualified upperclass and graduate students who are preparing for nursery-school teaching; secondary-school teaching; extension; social work; homemaking. Prerequisite, Child Development and Family Relationships 310. Registration by permission of the instructor. Assistant Professor HARRIS and Nursery School teachers.

Opportunity for direct relationship with young children in the nursery school, and for assisting in the school program. Supplementary observations in homes, public schools, clinics.

Student schedules must allow for participation in laboratory in 2 or 3 or 4 hour uninterrupted blocks of time within the nursery school day (9 a.m. to 3 p.m., exclusive of the hour 12.30-1.30). Three hours of credit require six hours of scheduled laboratory participation, individually arranged, plus two hours of class discussion. M 8 and Th 3. Room G62.

360. *DYNAMICS OF PERSONALITY*. Fall. Credit three hours. Open to juniors, seniors, and graduate students. Prerequisite: one course in Child Development and Family Relationships or Psychology. Limited to forty-five students. M-W-F 11. Room 124. Professor DALTON.

A study of the development of the personality. Attention will be given to some of the various ways of studying personality, the basic aspects of growth, and the determinants of personality. Special emphasis will be directed toward an understanding of unconscious processes, the psychological experiences of the growing child, and the directive forces in adult behavior.

370. *MARRIAGE*. Fall. Credit three hours. Permission of instructor required. M-W-F 10, 11 or 12. Each section limited to sixty students. Final assignment to a specific section is made by instructor. Prefer an approximately equal number of men and women in each section and desirable to have different college groups represented in each section. Room 121. Professors ROCKWOOD and BULL and Assistant Professor SMART.

This course is designed to meet the needs of students who plan to marry within the near future. The focus of attention is upon the husband-wife relationship, the experiences that precede it and the adjustments and problems growing out of it. The course includes such topics as: emotional and social maturity and readiness for marriage; health and hereditary factors related to marriage; courtship, choice of mate, and engagement; predicting success or failure in marriage; personality and social factors in marriage adjustment; prevention and adjustment of marital conflicts; sex life in marriage; pregnancy and parenthood; economic problems of young

families and the administration of the home; the married woman and outside employment; marital failure and divorce.

380. *THEORY AND TECHNIQUES OF FAMILY COUNSELING*. Spring. Credit three hours. Open to graduate students and seniors. Limited to twelve students. Prerequisite: Child Development and Family Relationships 260 or 360 and permission of the instructor. Th 2-4. Room 121. Professor DALTON.

The place of counseling in human relationships — theories underlying its effectiveness. Consideration will be given to some diagnostic procedures and to some techniques utilized in counseling.

405. *SEMINAR — RESEARCH METHODS*. Fall. Credit two hours. Open to graduate students, and seniors by permission of the instructor. W 2-4. Room 121. Mr. YARROW.

Introduction to methods and techniques of research in Child Development and Family Relationships. Topics include the planning of research, observational, interview, questionnaire and projective techniques, and the analysis of data.

[420. *PROSEMINAR IN CHILD DEVELOPMENT AND FAMILY RELATIONSHIPS*. Fall. Credit three to six hours. Open to graduate students only. Required of all students majoring in the Department of Child Development and Family Relationships during their first year of graduate study. Th 2-4. Room 121. Staff.] *Not offered in 1947-1948.*

430. *RESEARCH IN CHILD DEVELOPMENT AND FAMILY RELATIONSHIPS*. Fall and spring. Credits vary according to the nature of the problem. Professor WARING, Associate Professor FORD, Assistant Professor SMART, and Mr. YARROW.

For graduate students who are actively engaged in research or in special studies in Child Development and Family Relationships.

[440. *SEMINAR — THE FAMILY*. Throughout the year. Credit two hours.] *Not offered in 1947-1948.*

450. *SEMINAR — CHILD GUIDANCE*. See Rural Education 228. Spring. Credit two hours. Prerequisite: some work in Child Development and Family Relationships. W 4-6. Room G 58. Professor WARING.

[460. *FAMILY RELATIONSHIPS AND PERSONALITY DEVELOPMENT*. Fall. Credit three or four hours. Graduate section of 260. M W F 10 or 11, Room 121 and T 11-12.30, for those registered for four-hours credit. Room 124. Professor ROCKWOOD.] *Not offered in 1947-1948.*

ECONOMICS OF THE HOUSEHOLD AND HOUSEHOLD MANAGEMENT

The Department of Economics of the Household and Household Management aims to help clarify the scope and meaning of management in the home, and to help students recognize and use intelligently the many resources available to them to accomplish their individual purposes. It aims also to help students to understand the relation between general economic conditions and economic problems of the home, and to provide a background for intelligent civic action in furthering human well-being.

Courses in other colleges of the University that are related to the work in Economics of the Household and Household Management are in *Economics, Agricultural Economics and Farm Management, Government, Sociology, Agricultural Engineering, Industrial Engineering, Physiology, and Psychology.*

*120. *HOUSEHOLD PROCESSES AND EQUIPMENT*. Fall and spring. Credit two hours. For freshmen and sophomores. Lecture, M W 10. Amphitheatre. Laboratory, fall: T or Th 2-4, F 9-11, T or Th 8-10; spring: T or Th 2-4, or F 9-11. Room G-19. Associate Professor WILLIAMSON, Miss PALMER, and ———.

Study and practice of the numerous tasks carried on in most homes, and the equipment and materials used. Processes connected with the care of floors and floor coverings, woodwork, beds, clothing and household linens, furnishings, equipment, dishes, silver, and cooking utensils. Comparison with commercial services. Consideration of the wide range of choices regarding method, equipment, money, materials, and human effort to accomplish the ends desired. Opportunity for experience in the laboratory as a background for the frequent decisions that must be made as circumstances change.

*130. *ECONOMIC CONDITIONS IN RELATION TO THE WELFARE OF FAMILIES*. Fall and spring. Credit three hours. Primarily for second-term freshmen and sophomores. M W F 11. Amphitheatre. Associate Professor ROLLINS and Assistant Professor AIKIN.

A course to help students understand the changes that have taken place in the economic welfare of families in this country, and some of the factors related to these changes. Production and distribution as they relate to economic welfare, the national income as it relates to family incomes, the significance of price in our economic organization. The connection between outside economic conditions and personal financial problems.

260. *PROBLEMS IN PROVIDING CONSUMERS' GOODS*. Fall. Credit three hours. Open to undergraduate and graduate students. Prerequisite, Economics of the Household 130 or the equivalent. M W F 8, and one additional hour at the convenience of the student. Room 121. Associate Professor ROLLINS.

The contribution that can be made by an efficient marketing system toward a high level of consumption for our people. Quantity, quality, and variety of supplies available in relation to the level of living of the families of the country and to management in their homes. Buying practices of consumers as they bear on marketing costs. Problems in standardization of goods. The part that can be played by the government, business associations, and private agencies and organizations in improving marketing practices, and action that has been taken by these groups.

300. *SPECIAL PROBLEMS*. Fall and spring. Credit and hours to be arranged individually. For students recommended by advisers and approved by the head of the department and the instructor in charge for independent advanced work on a problem not dealt with by other courses in the department.

*308. *MANAGEMENT IN HOMES*. Fall and spring. Credit one hour. For sophomores and juniors. T Th 11 and 12. Room G-19. Associate Professor CUSHMAN and Miss ———.

Help in understanding and recognizing the procedure of management through the solution of students' individual problems and through the study of problems of different families. Reports of the achievements of students and of families, as they have managed to use their various resources to accomplish what is important to them. Demonstrations, outside speakers, motion pictures, slides, photographs, and work centers set up in the laboratory.

310. *MANAGEMENT IN FAMILY LIVING*. Fall. Credit two hours. Prerequisite, Economics of the Household 308. For juniors, seniors, and graduate students. Graduate students should consult the instructor before registering. M W 2-4.20. Room G-19. Associate Professor CUSHMAN and Miss ———.

For students who wish to study at first hand the ways in which different families and groups of people manage, with the resources available, to achieve their in-

dividual purposes. Cooperation with families, schools, and other community groups, in the study of tasks and in the solution of management problems. Practice in the selection and use of source material in solving home management problems. One all-day tour, time to be arranged. (*Given both fall and spring, 1948-1949.*)

320. *MANAGEMENT IN RELATION TO HOUSEHOLD EQUIPMENT*. Spring. Credit three hours. For juniors, seniors, and graduate students. Agricultural Engineering 10 or the equivalent, and Economics of the Household 120 and 310 desirable as a background. T Th 9-11. Room G 19. Associate Professor WILLIAMSON.

The management involved in selection, care, use, and repair of household equipment. Variation in types and quality in relation to individual situations. Relative advantages of various ways of performing certain tasks. Discussion with homemakers, manufacturers, distributors, engineers, and others. Trips to Ithaca homes where certain equipment is being used.

330. *MANAGEMENT IN RELATION TO PERSONAL FINANCES*. Fall and spring. Credit three hours. For juniors, seniors, and graduate students. Prerequisite, Economics of the Household 130 or the equivalent. M W F 9. Room 121. Assistant Professor AIKIN.

The relationship between financial problems and other types of problems met in managing. The many elements in one's personal situation as well as in outside conditions that need to be considered in handling one's financial affairs. Factors influencing real income. Efforts that individuals can make toward attaining financial security. Important considerations in a savings program and in an investment program. Policies in borrowing, sources of credit, availability and charges of lending agencies. Financial records and statements helpful in managing.

400. *REVIEW OF RESEARCH IN HOME MANAGEMENT*. Fall. Credit two hours. For advanced students in home management. Prerequisite or parallel, Economics of the Household 310. The instructor should be consulted before registering. Th 2-4. Room 108. Professor CANON.

Evaluation of results and methods of research in management.

410. *ECONOMIC PROBLEMS OF FAMILIES*. Spring. Credit two hours. The instructor should be consulted before registering. Th 2-4. Room 108. Professor CANON.

Analysis of a few outstanding contributions to economic thought related to this field. Examination of methods of research.

415. *PROBLEMS IN THE DISTRIBUTION OF CONSUMERS' GOODS*. Spring. Credit two hours. Prerequisite, Economics of the Household 260 or the equivalent. The instructor should be consulted before registering. F 2-4. Room 121. Associate Professor ROLLINS.

Analysis of some of the important problems in distribution. Practice in locating and using sources of data bearing on marketing problems. Discussion of contributions from research in marketing.

418. *PERSONAL FINANCES*. Fall. Credit two hours. The instructor should be consulted before registering. F 2-4. Room 133. Assistant Professor AIKIN.

Examination of the nature of personal financial problems and of adjustments in individuals' financial practices under changing conditions. The operation and regulation of financial institutions of importance in personal management. Analysis of teaching materials.

420. *SEMINAR*. Fall and spring. For graduate students. T 4-5:15. Room 114. Department staff.

FOOD AND NUTRITION

The Department of Food and Nutrition aims to help students gain an appreciation of the relation of food to health and to translate into wholesome practices in daily living the knowledge which they gain. The principles of good nutrition are applied to the problems of food selection for family groups as well as for the individual. Laboratory practice in food preparation and in the planning, preparation, and service of attractive and nourishing meals is offered; also laboratory experiences that give some understanding of the scientific aspects of food preparation and of the aesthetic aspects of cookery. Students are encouraged to take advantage of opportunities for participation in food preparation in home situations in order to develop skill. Courses are given for students with a vocational interest in hospital dietetics and in commercial food work.

Many of the courses in other colleges of the University that are related to work in Food and Nutrition are included in the Announcement of the School of Nutrition.

100. *FOOD PREPARATION IN RELATION TO MEAL PLANNING*. Fall and spring. Credit three hours. Intended exclusively for students outside the College of Home Economics. Limited to eighteen students. Lecture and laboratory, *Fall*: W F 8-11, Room 358; *Spring*: M W 1.40-4.30. Room 361. Miss ERICSON.

For students who are inexperienced in food preparation and who wish to serve simple well-planned meals in their own homes.

*103. *ELEMENTARY FOOD AND NUTRITION*. Fall and spring. Credit five hours. Limited to eighteen students in a section. Lecture and discussion, M W F 8. Amphitheatre. Laboratory, *Fall*: M W 2-4 (double section), T Th 11-1 or 2-4 (double section), W F 11-1; *Spring*: M W 2-4 (double section), T Th 11-1 or 2-4, W F 11-1. Rooms 358, 361 and 426. Associate Professor STEININGER, Assistant Professor FOSTER, Mrs. GIFFT, and Miss HESTER.

Selection of an adequate diet and its importance in achieving and maintaining optimum health. Consideration of some of the problems that may be involved in the feeding of individuals and family groups. Laboratory experience includes the preparation of various types of food and some opportunity for the planning, preparation, and serving of simple meals.

120. *FOOD PREPARATION*. Fall and spring. Credit three hours. Required of students registered in Hotel Administration. (For description, see *Announcement of the Department of Hotel Administration*.)

190. *NUTRITION AND HEALTH*. Fall. Credit two hours. Intended exclusively for students outside the College of Home Economics who have had no previous course in human nutrition. T Th 11. Room 339. Professor HAUCK.

The relationship of food to the maintenance of health; its importance to the individual and society.

[210. *FOOD PREPARATION: PRINCIPLES AND COMPARATIVE METHODS*. Fall. Credit four hours. Professor FENTON.] *Not offered in 1947-1948.*

214. *SCIENCE RELATED TO FOOD PREPARATION*. (Formerly course 115.) Fall. Credit five hours (1 hour, Food; 4 hours, Chemistry). Prerequisite or parallel, Food and Nutrition 103. Lecture and discussion, M W F 9. Amphitheatre and Rooms 339, 3M13 and G 62. Laboratory, M W 10-12 or 2-4, T Th 8-10 (double section) or 11-1 or 2-4. Rooms 353, 356, and 358. Professor PFUND, Mrs. SELKE, Miss ———, and Miss ———.

Fundamental principles and practices of food preparation approached through the study of general chemistry. Consideration of the physico-chemical properties of gases, liquids, solids, and solutions; pH, titrations, buffer mixtures and hydrolysis; and fundamental chemical reactions. The influence of kind and proportion

of ingredients and of methods of manipulation and cookery on the flavor and texture of such foods as baking-powder products, fruit-ice mixtures, and sugar mixtures. Beverages as solutions. Subjective scoring of food products.

Laboratory practice in chemistry and comparative cookery includes experiments using simple chemical techniques and basic cookery processes. Emphasis on the application of scientific principles to the interpretation of observed results.

The course serves as a prerequisite for Food and Nutrition 215.

215. SCIENCE RELATED TO FOOD PREPARATION. Spring. Credit five hours (3 hours, Food; 2 hours, Chemistry). Prerequisite, Food and Nutrition 214. This course is planned to follow Food and Nutrition 214 and should be taken the term after it. Lecture and discussion, M W F 9. Amphitheatre and Rooms 339, 3M13, and G 62. Laboratory, M W 2-4.20, T Th 8-10.20 (double section) or 10.30-1 (double section) or 2-4.20. Rooms 353, 356 and 358. Professor PFUND, Mrs. SELKE, Miss ———, and Miss ———.

Fundamental principles and practices of food preparation approached through the study of organic and colloidal chemistry. The influence of kind and proportion of ingredients and of methods of manipulation and cookery on the palatability and the nutritive value of baked products, such as cakes and yeast breads, of eggs, meats, and vegetables. Subjective scoring of food products; food storage and sanitation. Food preservation, especially canning, and the science underlying it. Students who have completed Food and Nutrition 214 and 215, should recognize culinary quality in cooked foods and the factors that contribute to quality. They should attain some skill in specific cookery techniques, and should be able to apply this knowledge and skill critically in food preparation.

Course 215 serves as a prerequisite for Biochemistry 10, 11 and Chemistry 210 and 375.

220. FOOD PREPARATION, ADVANCED COURSE. Fall and spring. Credit three hours. Required of students registering in Hotel Administration. Prerequisite, Food and Nutrition 120 or the equivalent. (For description, see *Announcement of the Department of Hotel Administration.*)

225. FOOD PREPARATION: PRINCIPLES AND COMPARATIVE METHODS. Fall. Credit five hours. Not to be elected by students who have had Food and Nutrition 210 or 215. Limited to eighteen students. Prerequisite, Food and Nutrition 103, and prerequisite or parallel, Organic Chemistry. Lecture, T W Th 9. Room 339. Laboratory, T Th 10-12.20. Room 361. Professor FENTON.

The principles of food preparation and the application of science, particularly chemistry, to the solution of cookery problems such as color, flavor, texture, and nutritive changes in handling and cooking vegetables and fruits; heat penetration and hydrogen-ion in canning; crystallization in candies, ice creams, and quick-frozen foods; principles of meat cookery and changes in nutritive values during cooking; relation of manipulation of doughs and reaction time of baking powders to quality of cakes and muffins. The literature is reviewed and typical comparative experiments are made.

230. NUTRITION. Spring. Credit three hours. Prerequisites, elementary college courses in nutrition, biochemistry, and human physiology (for Home Economics students, Food and Nutrition 103, Human Physiology 303, Biochemistry 10; other students should see the instructor about equivalent preparation). Discussion, M W 2. Room 339. Laboratory, M 10-12 or F 2-4. Room 426. Professor HAUCK and Mrs. GIFFT.

The function of various food constituents such as proteins, minerals, and vitamins. Application of the principles of nutrition to needs of normal individuals. During and as a result of this course the student is expected to establish and maintain good nutrition practices.

240. *FOOD PREPARATION, ADVANCED COURSE*. Fall and spring. Credit three hours. Prerequisite, Food and Nutrition 100, 103, 210, 215 or 225. Lecture, F 2. Room 339. Laboratory, M W or T Th 2-4.20. Rooms, *Fall*: 352 and 361; *Spring*: 352 and 358. Associate Professor BOYS and Miss ERICSON.

Special dishes such as canapes, entrees, salads, pastries, and other desserts for specific purposes and occasions. Study and preparation of some unusual foods and food products.

[250. *FOOD PRESERVATION*. Credit two hours. Limited to eighteen students. Prerequisites, Food and Nutrition 103 and 210, 215, or 225.

Home food-preservation methods including storing, canning, freezing, dehydrating, brining, and pickling; the principles and techniques involved in each method; the comparative retention of food values; the problems presented by various home situations.] *Offered in alternate summers. To be offered in Summer Session, 1947.*

260. *MEAL PLANNING AND PREPARATION*. Fall and spring. Credit three hours. Limited to eighteen students in a section. Prerequisites, Food and Nutrition 210, 215 or 225, and 103 or 130. Lecture, M 10. Rooms 339 and 3M13. Laboratory, T Th or W F 10-12.20. Rooms 358 and 361. Assistant Professor FOSTER and Miss ERICSON.

Consideration is given to problems involved in the selection of foods and the planning, preparation, and serving of meals. Emphasis on organization, management of time, money, and energy.

300. *SPECIAL PROBLEMS*. Fall and spring. Credit and hours to be arranged. Registration with permission of the head of the department and the instructor in charge.

Independent advanced work on a problem not dealt with by other courses in the department.

305. *FOOD DEMONSTRATIONS*. Fall and spring. Credit one hour. Limited to ten students. Prerequisites, Food and Nutrition 210, 215 or 225, and 103 or 130. Registration with permission, see page 13. T Th 2-3.30. Room 361. Assistant Professor FOSTER.

Emphasis on the purposes and techniques of demonstrations in relation to food preparation and nutrition, with application to teaching, extension, business, and social service.

310. *SCIENCE RELATED TO FOOD, ADVANCED COURSE*. Fall. Credit three hours. Prerequisites, Food and Nutrition 210, 215 or 225, and 240 or 260. Registration with permission, see page 13. M W F 8. Room 339. Professor PERSONIUS.

The scientific principles necessary to the understanding of modern theory and practice in the field of food preparation. Historical and current literature is reviewed.

320. *EXPERIMENTAL COOKERY*. Spring. Credit three hours. Prerequisites, Food and Nutrition 210, 215 or 225, and 240 or 260; Food and Nutrition 310 is recommended to precede this course. Registration with permission, see page 13. Discussion and laboratory, W F 8-11 or 10-1. Rooms 356 and 358. Professors PERSONIUS and PFUND.

Independent laboratory work in the solving of practical problems in food preparation. Study of methods and techniques used in experimental work in food. Judging of food products.

325. *SEMINAR—FROZEN FOOD*. Spring. Credit one hour. Sponsored jointly with the School of Nutrition. Primarily for graduate and senior students in Agriculture, Home Economics, Hotel Administration, and the School of Nutrition. Registration by permission. Lecture, Th 2. Room 158. Professor FENTON in charge.

Lectures on each subject will be given by a staff member who is currently engaged in research in that area.

Selection and processing of vegetables, fruits, and meats; packaging materials and methods; freezing rates; freezing methods and equipment; storage; precooked or prepared foods; thawing and cooking; economic trends; patron and consumer desires; quality control.

330. *DIET THERAPY*. Fall. Credit two hours. Prerequisite, Food and Nutrition 230. Registration with permission, see page 13. Lecture and discussion, T Th 8. Room 426. Professor HAUCK.

Diet in diseases such as fever, gastrointestinal disturbances, and diabetes.

340. *FAMILY NUTRITION, WITH SPECIAL EMPHASIS ON CHILD FEEDING*. Fall. Credit two hours. Prerequisite, Food and Nutrition 103, 130 or 190. Lecture and discussion, T 2-4. Room 339. Professor -----.

Family nutrition with special emphasis upon the nutritional needs of the child. Relation of nutrition to physical growth and development.

[340A. *INFANT FEEDING*. Credit one hour.] *Not offered in 1947-1948.*

[340BC. *CHILD FEEDING*. Credit one hour.] *Not offered in 1947-1948.*

341. *LABORATORY IN FAMILY AND COMMUNITY NUTRITION*. Fall. Credit one hour. Prerequisite or parallel, Food and Nutrition 340 or the equivalent. Th 2-4. Room 432. Professor -----.

Problems which are encountered in community nutrition programs. Practice is given with low-cost diets and diets for various nationality groups and in the preparation of illustrative material.

360. *SEMINAR IN FOOD AND NUTRITION*. Fall. Credit one hour. Primarily for seniors; open to graduate students. Prerequisites, Food and Nutrition 103 or 130 and 210, 215 or 225. Th 2. Room 301. Professor FENTON and Associate Professor STEININGER.

Study of historical and current literature.

[400. *READINGS IN NUTRITION*. Spring. Offered in alternate years. Credit two hours. Registration with permission of the instructor. Professor HAUCK.

Critical review of literature in the field of vitamin and mineral metabolism, with emphasis on the experimental data on which the principles of human nutrition are based.] *Not offered in 1947-1948.*

401. *READINGS IN NUTRITION*. Spring. Offered in alternate years. Credit two hours. Registration with permission of the instructor. Discussion, T Th 9. Room 301. Professor HAUCK.

Critical review of literature relating to energy metabolism, proteins, fats and carbohydrates, with emphasis on the experimental data on which the principles of human nutrition are based.

410. *RESEARCH IN FOOD AND NUTRITION*. Fall and spring. Credit and hours to be arranged. Registration with permission of the instructor. Professors PERSONIUS, MAYNARD, FENTON, HAUCK, McCAY, and PFUND; Associate Professors STEININGER and YOUNG. Assistant Professors BRIANT and JOHNSTON.

Individual research in food, human nutrition, and animal nutrition.

420. *ADVANCED SEMINAR IN NUTRITION*. Fall. Credit one hour. T 4. Room 301. Professor HAUCK and department staff.

421. *ADVANCED SEMINAR IN FOOD*. Spring. Credit one hour. T 4. Room 301. Professor FENTON and department staff.

Note: The attention of advanced and graduate students is called to the courses listed in the Announcement of the School of Nutrition.

HOMEMAKING APARTMENTS

301. *HOMEMAKING APARTMENTS*. Fall and spring. Credit one hour. Open to juniors and seniors with permission of the instructor. Required of students planning to take Homemaking Apartments 302. To be scheduled the semester preceding 302.

Discussion period M 12, Apartment A, living room. Observations to be arranged. Assistant Professor JOHNSON.

302. *HOMEMAKING APARTMENTS, RESIDENCE COURSE*. Fall and spring. Credit six hours. Offered twice each term in two blocks of seven weeks each. For juniors and seniors. Open to graduate students. The instructor must be consulted before registering. Students preparing to teach are to schedule the course concurrently with Home Economics Education 331 (see page 52 in this announcement). Students preparing to go into extension work are to schedule the course concurrently with Home Economics Education 321 (see page 52 in this announcement). Prerequisites, Homemaking Apartments 301, and Food and Nutrition 260 or 103 or the equivalent. It is desirable that Food and Nutrition 340, lecture only, precede or parallel this course. To even the semester load a second blocked course is strongly recommended. Assistant Professor JOHNSON.

A course which brings together into an integrated and functioning whole the various phases of homemaking, that is, it gives experience in the various areas of housekeeping; the care and management of a house; planning, buying, preparing, and serving food; and caring for a young baby.

During the period of residence in the apartments the students are not charged for dormitory living. The cost of living in the apartments does not exceed cost of living in the dormitory. A charge of \$115 payable at the Business Office in Roberts Hall is made to help meet the cost of living while in the apartments. Additional expense does not exceed \$45.

305. *HOMEMAKING APARTMENTS*. Fall and spring. Credit one hour. Open to juniors and seniors with permission of the instructor. Required of students planning to take Homemaking Apartments 306. To be scheduled the semester preceding 306.

Discussion period T 8, Apartment A, living room. Observations to be arranged. Assistant Professor JOHNSON.

306. *HOMEMAKING APARTMENTS, RESIDENCE COURSE*. Spring. Credit three hours. New experimental course in Homemaking Apartments Residence. To be offered once during the term in a block of five weeks. For juniors and seniors. Open to graduate students. The instructor must be consulted before registering. Registration limited to six. Students registering for the course may not carry more than 12 credit hours concurrently; more than 10 not recommended.

Prerequisites, Homemaking Apartments 305, and Food and Nutrition 103 or 260 or the equivalent. To even the semester load, it is recommended that wherever possible a second blocked course be scheduled during the part of the term that the student is not living in the apartments. Assistant Professor JOHNSON.

The new course, 306, is planned for students who would like experience in the various phases of managing a home. The time required will be approximately 27 hours a week since the course extends over only one-third of the term.

The cost of living in the Apartments exceeds the cost of living in the dormitory by approximately \$15.

HOME ECONOMICS EDUCATION

The Department of Home Economics Education offers programs at both undergraduate and graduate levels. The undergraduate program contributes to the preparation of students who wish to become agents in the Extension Service and teachers in the public schools. It gives them an opportunity to develop a philosophy of Home Economics Education, to acquire an understanding of the place of Home Economics in the total educational program of the community and to function effectively as Home Economics leaders.

The graduate program, leading to the Master's and Ph.D. degrees, offers to experienced teachers, supervisors, college teachers in the subject fields, teacher educators, and administrators, advanced courses in Home Economics Education dealing with problems in secondary schools and colleges, and adult programs. It provides opportunity to work on curriculum, research, and experimental teaching projects including work in the field.

300. *SPECIAL PROBLEMS*. Fall and spring. Credit and hours to be arranged individually. For seniors and graduates who wish to do independent advanced work on a problem not dealt with by other courses in the department.

320. *EXTENSION EDUCATION*. Fall and spring. Credit two hours. Open to juniors and seniors preparing for 4-H Club or home demonstration work. This course must precede Extension Education 321. Discussion period, F 2-4. Room 301. Mrs. HOEFER.

Opportunity will be provided to observe extension and other community programs.

321. *EXTENSION EDUCATION*. Fall and spring. Credit eight hours. Mrs. HOEFER. Supervised field experience for seven weeks in a selected county. Prerequisite, Extension Education 320. During this term students will take Homemaking Apartments 302. Students live in the Homemaking Apartments for seven weeks and in the county in which they are doing extension work for seven weeks.

Students are assigned to cooperating counties where opportunity is provided to work with the county extension staff and to gain experience in 4-H and/or home demonstration work. They live in the county and work under the direction and guidance of the local extension agents. A member of the college staff supervises this field experience. Students observe, assist, and participate in the program of the county extension groups. They should gain experience in teaching 4-H Club and/or home demonstration groups, in office management, radio, newswriting, working with other county agencies, and other of the usual activities of an extension agent.

330-331 (130b). *THE ART OF TEACHING*. To be taken in two successive terms. Open to juniors and seniors preparing to teach home economics in the public schools. Professor HUTCHINS, Assistant Professors MOSER and PATTERSON, Miss ELLIOTT, ————— and cooperating teachers.

330. Fall and spring. Credit two hours. Field work one-half day a week and general conference S 8-10. Room 121.

331. Fall and spring. Credit eight hours. Directed teaching for one half of the term and general conference S 10-1 throughout the term. Room 121. This course is a continuation of Home Economics Education 330. During this term the student registers for only one other course, Homemaking Apartments 302. Students live in the Homemaking Apartments for one half of the term and in the communities in which they teach for the other half of the term.

Student teachers are assigned to cooperating schools within a reasonable distance of Ithaca. They live in the communities and work under the guidance of the local homemaking teachers and under the supervision of the Home Economics Education staff of the School of Education.

In both terms of Home Economics Education 330-331 student teachers have an opportunity to study the community and the place of home economics in the total educational program of the community. They observe and participate in community activities, in the total school program, and in the Home Economics program.

The course may include one or two one-day trips to visit schools for the purpose of studying homemaking programs, furnishings, and equipment. Estimated cost of each trip, \$3.

400. *SPECIAL STUDIES*. Credit as arranged. Members of the staff. Students working on theses or other research projects may register for this course. The staff members concerned must be consulted before registration.

435 (235). *SEMINAR IN TEACHING HOME ECONOMICS*. Spring. Credit two hours. Students will need to consult the instructor before registering. Hours to be arranged. Professor THURSTON.

This course provides opportunity for graduate study of methods in home economics education and for field work. It is intended for secondary-school teachers, extension workers, college teachers, supervisors, those who prepare teachers, and other leaders in home economics. Individual problems may include experiments, observation, and practice in teaching and supervision.

437 (237). *ADULT HOMEMAKING EDUCATION*. Fall and spring. Credit two or three hours. M 4 and other hours to be arranged. Room 121. Assistant Professor PATTERSON.

Designed for teachers, nutritionists, extension agents, health and social workers, leaders in parent-education and other adult education programs.

This course deals with philosophy, organization, program planning, promotion, leadership and evaluation of adult education. Attention is given to the contributions that different agencies can make to adult education in the community program. Students observe and participate in adult homemaking programs within the vicinity. Time must be planned for trips. Estimated cost of trips, \$5 to \$7.

438. *ADULT HOMEMAKING EDUCATION (Advanced)*. Fall and spring. Credit two or three hours. S 9 and other hours to be arranged. Room 124. Assistant Professor PATTERSON.

This course is a continuation of Home Economics Education 437. However, students with experience in adult education may register for the course with permission of instructor without registering for Home Economics Education 437.

This course deals with desirable learning experiences and provides opportunities for experimentation with a variety of teaching methods and materials suited to adults. Attention is given to the use of home visits, radio, films, printed materials as well as discussion and other procedures for group teaching.

Students should schedule time for observation and participation in adult homemaking programs within the vicinity. Estimated cost of transportation, \$8-\$10.

448 (248). *TEACHER EDUCATION IN HOME ECONOMICS*. Fall. Credit two hours. Hours to be arranged. Professor HUTCHINS.

Planned for cooperating teachers participating in teacher-education programs and for experienced teachers who desire to prepare for positions in the field of teacher education.

449 (249). *SEMINAR IN PROBLEMS OF HOME ECONOMICS EDUCATION WITH SPECIAL EMPHASIS UPON CURRICULA*. Fall and spring. Credit two or three hours either term. Hours to be arranged. Field work is required. Students must consult the instructor before registering. Professor THURSTON.

Designed to meet the needs of graduate students who have had experience as home economics educators in schools, colleges, extension service, and other agencies.

Students are given opportunity to observe and to work on curriculum problems in the field and to develop curricula for their own use. Courses in philosophy and principles of education, psychology, child development, guidance, curriculum and measurement are recommended as prerequisites or parallel.

459. *SEMINAR IN EVALUATION*. Spring. Credit two or three hours. Hours to be arranged. Prerequisite or parallel, Home Economics Education 449. Students must consult the instructor before registering. Professor THURSTON.

Intended for advanced graduate students and members of the staff. Sessions consider the theory of evaluation in home economics teaching, supervision and administration, reports of evaluation studies and proposals for new projects. Students are expected to carry on field studies.

[468. *ADMINISTRATION IN HOME ECONOMICS*. Professor HUTCHINS.]
Not offered in 1947-1948.

469 (269). *THE SUPERVISION OF HOME ECONOMICS EDUCATION*. Spring. Credit two or three hours. Hours to be arranged. Students must consult the instructor before registering. Students who have had several years of experience and who are advanced in graduate work will be accepted. Professor THURSTON.

Planned for state and city supervisors of home economics in public schools and others engaged in supervision and in the education of teachers in service, and for those who wish to prepare for such work. Field observation and experience are provided.

479. *SEMINAR IN STUDIES AND RESEARCH IN HOME ECONOMICS EDUCATION*. Fall. Credit two or three hours. Hours to be arranged. Students must consult the instructor before registering. Professor THURSTON.

The purpose of this course is to help students develop critical judgment, to understand and use research techniques and to become familiar with and be able to evaluate current research projects in home economics education. This course should precede work on a Master's study.

HOUSING AND DESIGN

The Department of Housing and Design aims to help the student develop, through creative experiment and guided observation, a greater understanding and appreciation of her daily environment, and to increase her ability to make the house with its surroundings and furnishings both a background and a tool for achieving the highest degree of individual and family living.

Courses in other colleges of the University that are related to the work in Housing and Design are in the following colleges:

Architecture: Courses in Drawing, Painting, Composition, Color, History of Architecture, of Landscape Design, of Painting and Ornament; Architectural and Landscape Design; Housing, Community Planning.

Arts and Sciences: Courses in the History of Art, of Painting and Sculpture, of Greek and Roman Life; the Literature and History of various periods including the modern; Aesthetics, Music, Stage Design, and Theatre Crafts.

Agriculture: Courses in Drawing, Floriculture, Botany, Agricultural Engineering.

100. *COLOR AND DESIGN*. Fall and spring. Credit three hours. Limited to fifteen students in a section. Associate Professors ERWAY and TRUE, and Assistant Professor CADY.

<i>Fall:</i>	<i>Section</i>	<i>Lecture</i>	<i>Laboratory</i>
	1	M 11, R. 317	M W 2-4, R. 3M11
	2	M 11, R. 317	W F 11-1, R. 3M11
	3	W 10, R. 317	M W 11-1, R. 318
	4	W 10, R. 317	M W 2-4, R. 318
	5	W 10, R. 317	T Th 2-4, R. 318
	6	F 12, R. 317	M W 10-12, R. 327
	7	F 12, R. 317	M W 2-4, R. 327
	8	F 12, R. 317	T Th 11-1, R. 327
<i>Spring:</i>	<i>Section</i>	<i>Lecture</i>	<i>Laboratory</i>
	1	T 8, R. 317	T Th 9-11, R. 3M11
	2	T 8, R. 317	M W 2-4, R. 3M11
	3	W 10, R. 317	M W 11-1, R. 318
	4	W 10, R. 317	T Th 10-12, R. 318
	5	W 10, R. 317	T Th 2-4, R. 318
	6	F 2, R. 317	M W 2-4, R. 327
	7	F 2, R. 317	T Th 8-10, R. 327
	8	F 2, R. 317	T Th 11-1, R. 327

A study of the basic principles of color and design through laboratory experiment, lectures, reading, and art gallery observations.

Through the study of these art principles the student has opportunity to become increasingly sensitive to the visual world, to grow in enjoyment of it, and in awareness of the practical uses of art principles in everyday life. Minimum cost of materials, \$7.

110. *APPLIED DESIGN*. Fall. Credit two hours. (Housing and Design 170 must precede or parallel this course. Students who have had Housing and Design 116 should not take this course.) T Th 11-1. Room 318. Associate Professor ERWAY.

A course to develop creative ability and to provide opportunity to apply art principles through experimentation with materials and processes such as stitchery, blockprinting, book-binding, and loom weaving. Minimum cost of materials \$6.

130. *HOTEL FURNISHING AND DECORATING*. Fall and spring. Credit two hours. For students in hotel administration. Advised for juniors. (For description, see *Announcement of the Course in Hotel Administration*.)

[150. *HOUSING*. Credit two hours. Discussions, laboratories, and field trips.

A survey of the factors in present-day housing with which the individual is vitally concerned as homemaker, community member, or home economics worker. A study of some of the problems involved in achieving adequate housing, and discussion of the contribution that home economics makes toward the solution of these problems in cooperation with other agencies concerned; vocational opportunities for the home economics graduate in the field of housing.] *Not offered in 1947-1948.*

160. *CONTEMPORARY ART*. Fall. Credit two hours. Lecture, T Th 9. Room 317. Associate Professor TRUE.

A survey of current art work in the United States with emphasis on the industrial arts and painting. *Given in alternate years.*

170. *GROWTH AND DEVELOPMENT OF HANDICRAFTS*. Fall. Credit one hour. Lecture, Th 10. Room 317. Associate Professor ERWAY.

A study from prehistoric times to the present, building up an appreciation through the study of crafts, of man and his abilities and way of living; the use of crafts in occupational therapy; art in industry, and in everyday living.

[200. *STUDIO COURSE IN ADVANCED COLOR AND DESIGN*. Fall. Credit two hours. Prerequisite, Housing and Design 100 or equivalent. Limited to fifteen students. M W 10-12. Room 327. Associate Professor TRUE.

A continuation of Housing and Design 100 with further study in the field of color, organic form, and composition through laboratory experiment, reading, art gallery observation. Individual problems as student's development permits. Minimum cost of materials, \$5.] *Given in alternate years. Not offered in 1947-1948.*

216. *APPLIED TEXTILE DESIGN*. Spring. Credit two hours. Limited to fifteen students. Prerequisite, Housing and Design 100. Housing and Design 110 desirable but not prerequisite. M W 8-10. Room 318. Associate Professor ERWAY.

A course in designing and executing textile designs in fabrics with such processes as weaving, stitchery, stenciling, blockprinting, and dyeing. Minimum cost of materials, \$10.

220. *HOME FURNISHING*. Fall and spring. Credit three hours. (Four hours outside work in laboratory required.) For sophomores and upperclassmen. Prerequisite, Housing and Design 100. Limited to fifteen students in each section. Assistant Professors CADY and WILKERSON and Miss RENSHAW.

<i>Fall:</i>	<i>Section</i>	<i>Lecture</i>	<i>Laboratory</i>
	1	W 9, R. 317	T Th 9-11, R. 408
	2	W 11, R. 317	M W 9-11, R. 408
	3	W 11, R. 317	M F 11-1, R. 408
	4	W 12, R. 317	M F 11-1, R. 401A
	5	W 12, R. 317	T Th 9-11, R. 401A
	6	W 12, R. 317	T Th 11-1, R. 401A
<i>Spring:</i>	<i>Section</i>	<i>Lecture</i>	<i>Laboratory</i>
	1	M 11, R. 317	M W 9-11, R. 408
	2	W 11, R. 317	M F 11-1, R. 408
	3	W 11, R. 317	T Th 11-1, R. 408
	4	W 12, R. 317	M F 11-1, R. 401A
	5	W 12, R. 317	T Th 11-1, R. 401A
	6	W 12, R. 317	T Th 2-4, R. 401A

The selection of furniture. Cost in relation to value. Features of construction and study of woods. Arrangement of furniture. Architectural features of rooms and their relation to furnishing. The study of color and textiles in relation to home furnishings. Study of lighting problems.

225. *HOME FURNISHING*. Fall and spring. Credit three hours. Prerequisites, Housing and Design 100 and 220. Limited to fifteen students in each section. Miss RENSHAW.

Fall: Lect. F 2, R. 317; Lab. M W 2-4, R. 401A

Spring: Lect. Th 10, R. 317; Lab. M W 9-11, R. 401A

Continuation of Housing and Design 220, with a further study of rooms in which functional grouping and design become more complex; further study of the handling and use of color, fabrics, rugs, and accessories. Individual problems in corrective design.

235. *HOME FURNISHING*. Fall and spring. Credit three hours. For juniors and seniors. Limited to fifteen students in each section. Prerequisites, Housing and Design 100 and 220 or consent of the instructor. M W 1.40-4.30, T Th 10-1, T Th 1.40-4.30. Room 401B. Professor ROMAN.

Primarily for students planning to teach in secondary schools or extension. Application of art principles and techniques in furnishing problems. Practice in

the care, repair, remodeling, and refinishing of furniture; in improving storage facilities; and in the selection and use of fabrics for homes in the lower income group. Opportunity will be given the students to prepare teaching materials. Cost of materials, minimum \$7.50.

240. *HOUSE PLANNING*. Fall and spring. Credit three hours. Prerequisite, Housing and Design 220. Limited to fifteen students. T Th S 9-11. Room 322. Miss

Study of the arrangement and design of the house from the point of view of family living. Elementary problems in space arrangement and construction. Laboratory, group discussions, visits to local houses completed or under construction. Outside reading.

300. *SPECIAL PROBLEMS*. Fall and spring. Credit and hours to be arranged individually.

Registration must be approved by the Head of the Department and the instructor in charge. Advanced work on a problem not dealt with by other courses in the department. Primarily for graduate students.

305. *FASHION ILLUSTRATION*. Spring. Credit three hours. Prerequisites, Housing and Design 100 and Architecture 340, or equivalent. Clothing courses desirable. Limited to fifteen students. M W 10-1. Room 3M11. Associate Professor TRUE.

A course planned to introduce the student to the requirements of knowledge and skills for the fashion illustrator. Study of layouts for fashion advertisements, techniques for reproduction processes used in newspaper and magazine fashion illustration, fashion figure styles, and presentation of work. Minimum cost of materials, \$7.

320. *HISTORIC FURNITURE AND INTERIOR DESIGN*. Fall. Credit two hours. Prerequisite, Housing and Design 220. Lecture, T Th 11. Room 317. Assistant Professor WILKERSON.

A course concerned with the developments of furniture and interior design from early forms through the major historic periods to the present showing the recurrence of structural forms adapted and modified according to the taste of the period, which in turn reflects the economic, political, and social aspects of the time.

405. *HOUSE FURNISHINGS, GRADUATE COURSE FOR EXTENSION WORKERS*. Spring. Credit six hours. Prerequisite, undergraduate courses in Furnishings, and /or experience in extension furnishings work. Registration by permission of the instructor. M W F 8-12. Room 322. Associate Professor WRIGHT.

A course planned especially for prospective or experienced Extension furnishings specialists or agents. Classwork includes problems in selection and arrangement of home furnishings for color, design, quality; upholstery and refinishing of furniture; selection of fabrics; lighting; use of paint and wall paper; slipcovers; buying. During the course students are expected to prepare demonstration material such as is needed in extension work. Estimated minimum cost of materials, \$25.

INSTITUTION MANAGEMENT

The Department of Institution Management offers to the student orientation and vocational training in food administration. Practice is provided in situations where large numbers of persons are served. The students participate in preparing and serving food in the cafeteria and Green Room where approximately 2500 patrons are fed each day. Practice experience in other food service units on the campus is available. Courses include work in organization and administration procedures, the selection, care, preparation, and service of food in quantity, menu-planning, per-

sonnel management, accounting and food control, and the selection and care of institution equipment and furnishings.

Courses in other colleges of the University that are related to the work in Institution Management are in *Personnel Administration*; *Dairy Industry*; *Vegetable Crops*; *Animal Husbandry*; *Agricultural Marketing*; *Economics*; *Industrial and Labor Relations*.

Summer Practice Requirement. Students preparing for positions in the field of institution management are expected to meet a summer practice requirement, see page 14.

100. *INSTITUTION FOOD SERVICE.* Fall and spring. Credit three hours. May be elected by any undergraduate. Required of students majoring in institution management. The term is divided into two blocks with two sections in each block. One hour of lecture runs throughout the term for the entire group registered in the course. Miss ———.

Lecture running throughout the term, W 2. Amphitheatre.

Laboratory discussion running for the duration of the block, M 2. Room G62.

Practice laboratory, section I, M W F 11-1.30; section II, T Th S 11-1.30. Cafeteria. In addition one catering assignment by arrangement.

Fall: first block, September 25 through November 15; second block, November 17 through January 24.

Spring: first block, February 9 through April 6; second block, April 7 through May 29.

White uniform and hair net must be worn for all laboratories including the first one scheduled.

Practical experience in serving and meeting the public is provided in the Home Economics tea room and cafeteria where approximately 2500 persons are served daily. An analysis of vocational opportunities in the field of institution management; study of various types of food service enterprises, with special emphasis on menu variations, mechanics of service, the general physical set-up, and efficiency of personnel.

200. *QUANTITY FOOD PREPARATION, ELEMENTARY COURSE FOR HOTEL STUDENTS.* Credit two hours. For students in hotel management who do not have a major interest in food work. Prerequisite, Food and Nutrition 120 or equivalent experience. (For description, see *Announcement of the Course in Hotel Administration*.)

210. *QUANTITY FOOD PREPARATION: PRINCIPLES AND METHODS.* Credit four hours. For students in hotel administration. Prerequisite, Food and Nutrition 220, or equivalent experience. (For description, see *Announcement of the Course in Hotel Administration*.)

220. *FOOD SELECTION AND PURCHASE FOR THE INSTITUTION.* Fall and spring. Credit three hours. Preferably taken in the junior year. May be taken in the sophomore year on the recommendation of the class counselor. Advised for all students specializing in institutional management or dietetics; others may be admitted by permission of the instructor. Should parallel Institution Management 230. Economics of the Household 260 and Animal Husbandry 92 are suggested to precede this course. Lectures and discussions. T 9, Th 9-11. Room G 62. Professor HARRIS and Miss MOORE.

A discussion of sources, grading, standardization, bases of selection, methods of purchase, and storage of various classes of food. A two-day trip to Rochester or Buffalo markets is included when possible. Estimated cost of trip, \$12.

230. *QUANTITY FOOD PREPARATION: PRINCIPLES AND METHODS.* Fall and spring. Credit five hours. Should be taken in the junior year. May be taken in

the sophomore year on the recommendation of the class counselor. Advised for all students specializing in institution management; others by permission of the instructor. Prerequisites, Institution Management 100, Food and Nutrition 215 or 225. Should parallel Institution Management 220. Discussion, M 9. Room G62. Practice, W F 8-1.30. Room G62 and Cafeteria. Assistant Professor NEIDERT.

White uniforms and hair nets are required, beginning with the first laboratory scheduled.

A major course in institution management, with emphasis given to quantity cooking in the cafeteria kitchen; observation of management and personnel problems; use, operation, and maintenance of equipment. The student is expected to apply what has been taught in prerequisite or parallel courses, including basic principles and procedures of food preparation, food chemistry, marketing, and nutrition. Student ability for professional work in food administration is evaluated.

TEA ROOM AND CAFETERIA ACCOUNTING. (*Hotel Accounting 240.*) Fall and spring. Credit three hours. Recommended for the sophomore or junior year in connection with course 220.

Lecture, T 10; practice, T Th 2-4.20. Room 124. Associate Professor COURTNEY and assistants.

An elementary course in simple accounting using as illustrative material the accounting records of the cafeteria and the tea room. Cash and credit transactions, checkbook and deposit records, journal and ledger entries are studied, as well as trial balances, profit and loss statements, and balance sheets.

300. **SPECIAL PROBLEMS.** Fall and spring. Credit and hours to be arranged individually. For students recommended by advisers and approved by the head of the department, and the instructor in charge, for independent, advanced work in a problem not dealt with by other courses in the department.

320. **INSTITUTION ORGANIZATION AND ADMINISTRATION.** Spring. Credit four hours. Should be taken in the senior year. Advised for all students specializing in institution management or dietetics. Prerequisites, Institution Management 230 and Accounting 240. Hotel Administration 119, Child Development 260, and Textiles and Clothing 310 are suggested. Registration with permission, see page 13. Lectures and discussions, M F 2-4. Room 124. Professor HARRIS.

Analysis and interpretation of major administrative problems such as: physical plan of organization, policies underlying the plan, budget making, record keeping, personnel relationships, job specifications, scheduling employees, planning of efficient kitchens, and selection of equipment. A two-day trip to Syracuse or Rochester to visit various types of institutions may be included. Estimated cost of trip, \$12.

330. **QUANTITY FOOD PREPARATION AND CATERING, ADVANCED COURSE.** Fall and spring. Credit five hours. Open to seniors and a limited number of juniors majoring in institution or hotel management who have obtained the approval of the Department of Institution Management before registering. Prerequisite, Institution Management 210 or 230. Limited to twelve students. Special catering assignments require 25 to 30 hours in addition to the scheduled laboratories.

Fall: Hotel students only. Laboratory, T Th 8.30-2. Discussion, S 9.

Spring: Home Economics students, Laboratory, T Th 8.30-2; Hotel students, W F 8.30-2. Discussion, S 9 for both groups.

Conference hours by appointment. Green Room. Miss _____.

White uniforms and hair nets are required beginning with the first laboratory scheduled.

Practice in organization of work, requisition of food supplies, making menus, calculating costs, supervision of service and preparation of food for luncheons and dinners and other catering projects as assigned.

[*RESTAURANT COST AND SALES ANALYSIS.* (*Hotel Accounting* 340.) Spring. Credit two hours. Prerequisite, Institution Management 230. Lecture, T 8. Room 3M13. Practice, F 11-1. West Bailey. Associate Professor CLADEL and assistants.

An elementary course in food and beverage cost accounting, to acquaint the student with typical cost per dollar sale, inventory control, and food and beverage revenue control in establishments of varying size.] *Not offered in 1947-1948.*

350. *INSTITUTION PRACTICE.* Fall and spring. Credit four hours. Open to a limited number of seniors majoring in institution management, with the permission of the instructor and the class counselor. Practice assignments require approximately 21 hours a week if the course is taken for half of the semester, or 11 hours a week for the full semester. Conference hour, alternate weeks, to be arranged. G62. Students will meet with the instructor the first day of the block, 4-5, G64. Professor HARRIS and —————.

Fall: First block, September 25 through November 15; second block, November 17 through January 24.

Spring: First block, February 9 through April 6; second block, April 7 through May 29.

Practice work in the various food-service units on the campus and at the Memorial Hospital. Students will be assigned specific jobs and rotated to the extent that this is possible without jeopardizing the flow of work in the particular unit. Students will receive meals for the duration of the block, or an equivalent cash wage.

400. *RESEARCH IN INSTITUTION ORGANIZATION AND ADMINISTRATION.* Throughout the year. For graduate students with training and experience satisfactory to the instructor. Hours to be arranged. Professor HARRIS.

Individual research in the area in which the student is particularly interested. Food-control procedure, job analyses and specifications, experimentation, and development of standardized procedures in food preparation and merchandizing as applied to quantity production, determination of factors underlying operation and maintenance costs are suggestive of the fields in which there is vital need for research.

410. *SEMINAR IN INSTITUTION ORGANIZATION AND ADMINISTRATION PROBLEMS.* Spring. Credit one hour. By arrangement. For graduate students with adequate training in institution management. Professor HARRIS and staff.

TEXTILES AND CLOTHING

The Department of Textiles and Clothing aims to help students to study clothing from the standpoints of health, comfort, and economy, to understand the contribution which clothing makes to social and professional success, to enjoy clothes as an expression of beauty, and to use them for creative self-expression.

An interesting student project conducted as part of the advanced clothing classes is the Costume Shop. Here the students gain commercial experience as nearly like that which they would meet in the business world as it is possible to arrange in a college. The garments made are planned for customers, and students themselves organize the work, provide and distribute work to paid helpers, consult with customers, and carry on the various other activities characteristic of a custom dress-making shop.

The field of Textiles and Clothing naturally divides into scientific and art phases. It opens many possibilities to those students who wish to use clothing in a general and aesthetic sense for their personal and family development, to those who have a well-defined vocational aim, and to those who anticipate advanced study.

Courses in other colleges of the University related to the work in Textiles and Clothing are in *Marketing, Prices and Statistics, Labor and Industrial Relations,*

Bacteriology, Chemistry, Chemical Microscopy, Dramatic Production, Drawing, the Fine Arts, Aesthetics, Public Speaking, and Journalism.

100. **CLOTHING SELECTION AND CONSTRUCTION.** Fall and spring. Credit three hours. Each section limited to twenty students. Associate Professors SCOTT, HUMPHREY, BUTT, and FROST, and Miss LOVING.

Fall:

M W F 8-10 Room 215
M W F 11- 1 Room 215
M W F 2- 4 Room 215

Spring:

M W F 11- 1 Room 215
M W 1.40-4.30 Room 215
T Th 8-11 Room 215

A course concerned with the selection of dress materials, designs suitable for each student, and methods of construction. Students make two or more garments using commercial patterns after conference with the instructor to determine the type of experience needed.

Materials provided by the student. Estimated cost of materials, \$10 to \$20.

*101. **CLOTHING: SELECTION, PURCHASE, CARE.** Fall and spring. Credit three hours. Each section limited to twenty-five students. *Not to be taken by students who have had course 100.* Associate Professors HUMPHREY, BUTT, and FROST.

Fall: Lecture, F 10. Amphitheatre. Laboratories, M W 9-11, or 11-1 or 2-4 and T Th 11-1 or 2-4. Room 213.

Spring: Times to be announced.

A course planned to provide opportunity for students to develop an appreciation of the factors that contribute to a satisfactory appearance. The laboratory work will consist of discussions and practice in the selection of dress designs, fabrics, and colors for individuals; problems in caring for the wardrobe; personal grooming; buying of clothes; and in the selection and use of source material.

110. **CLOTHING CONSTRUCTION.** Fall and spring. Credit two hours. Suggested for sophomores. Textiles and Clothing 100 required and 210 suggested to precede this course. Each section limited to twenty students. Associate Professors SCOTT, HUMPHREY, and BUTT and Miss LOVING.

Fall:

T Th 9-11 Room 215
M W 11- 1 Room 217
T Th 2- 4 Room 217

Spring:

M W 2- 4 Room 217
T Th 11- 1 Room 215

A course to provide opportunity to develop greater independence, proficiency, and judgment in clothing selection and construction. Students make two garments using commercial patterns for basic construction lines modifying details to develop individuality in a design. Fabrics for the making of the garments to be purchased after conference with the instructor to determine the type of construction experience needed.

Materials provided by the student. Estimated cost of materials, \$15 to \$25.

120. **GROOMING AND PERSONAL APPEARANCE.** Spring. Credit two hours. Open to all students who have not taken Textiles and Clothing 101 or its equivalent. M W 9-11. Room 213. Associate Professor BUTT.

For students interested in the factors that contribute to a satisfactory appearance. Evaluation and application of subject matter in the field of grooming. Renovation and care of wearing apparel. Estimated cost of materials, \$3.

130. **TEXTILES: CLOTHING FABRICS.** Fall and spring. Credit two hours. Each section limited to twenty students. Associate Professor BUTT and -----.

Fall:

M W 2-4 Room 213
 T Th 11-1 Room 213
 T Th 2-4 Room 213

Spring:

T Th 2-4 Room 213
 W F 2-4 Room 213
 T Th 11-1 Room 213

A study of textile fibers and their identification through simple laboratory tests; technical information and laboratory practice to develop good buying habits and to encourage proper use and care of fabrics and clothing; consideration of some of the factors involved in the production and consumption of textiles; the study of clothing fabrics in the present-day market as a means of developing aesthetic appreciation of quality and design. Estimated cost of materials, \$3.

140. *HOTEL TEXTILES*. Credit two hours. For sophomore, junior, and senior students in the Department of Hotel Administration. Professor BLACKMORE. (For description, see *Announcement of the Course in Hotel Administration*.)

200. *FITTING AND PATTERN MAKING: FLAT-PATTERN WORK: DRAPING*. Fall and spring. Credit three hours. Prerequisites, Textiles and Clothing 100, 101, 110, and 210 or the equivalent. Each section limited to twenty-one students. Associate Professors SCOTT and HUMPHREY.

Fall:

T Th 9-12 Room 217
 T Th 1.40-4.30 Room 215

Spring:

T Th 9-12 Room 217
 T Th 1.40-4.30 Room 215

This course offers opportunity to develop skill in methods and techniques of fitting, flat-pattern making, and draping. Laboratory work in preparation of a dress form and of a foundation pattern.

Other laboratory problems include the methods of using a foundation pattern to adapt commercial patterns to individual figures. The development of basic types of skirt, waist, and sleeve patterns and the use of the dress form in developing basic types of patterns by draping. Study of proportion and use of line in relation to individual figures.

Dress materials provided by the student. Estimated cost of materials, \$10 to \$20.

205. *CLOTHING OF THE FAMILY*. Spring. Credit two hours. Primarily for upperclass students interested in child development and family relationships, teaching, and social work. Laboratory and field practice. T Th 2-4. Room 216. Associate Professor BRASIE.

A course to help students gain further experience in dealing with the clothing problems of families with special emphasis on the changing needs of growing children. There is opportunity for planning of special projects to meet the individual student's needs; for participating in group work such as the Clothing Clinic for homemakers; for cooperating on a study of clothing requirements of pre-school children; for contacting homemakers through individual interviews and group discussions; for developing more skill in selection, construction, remodeling, and repair of clothing.

210. *DRESS SELECTION AND DESIGN*. Fall and spring. Credit two hours. Prerequisite, Textiles and Clothing 100. Especially valuable for students intending to teach. May be elected by students from other colleges in the University with experience acceptable to the instructor. Each section limited to sixteen students. Associate Professors HUMPHREY and FROST.

Fall:

M W	2-4	Room 216
T Th	9-11	Room 216
T Th	2-4	Room 216

Spring:

M W	9-11	Room 216
T Th	9-11	Room 216

A course planned to give opportunity for creative experience in dress selection and design; and to help develop appreciation of fine design and skill in achieving beauty of costume in relation to the wearer.

Laboratory practice includes the study of design problems in clothing for people from the points of view of personality expression, age, coloring, and figure; experimentation with fabric combinations; color analysis; experience in the use of source material as inspiration for original designs; and other problems adapted to the needs and interests of the students. Materials provided by the student. Estimated cost of materials, \$5.

220. COMMERCIAL CLOTHING AND ADVANCED PROBLEMS IN CONSTRUCTION. Fall and spring. Credit one to five hours. Not less than three hours may be taken by students registering in this course for the first time. Prerequisite, Textiles and Clothing 200.

Laboratory hours arranged individually, thirty-seven clock hours for each hour of credit. Students registering for three hours of credit concentrate the work of the course in a seven-week block. Laboratory hours: M through F 8-1, 2-4. No period less than two hours. Misses BROOKINS and DOUTY.

Experience under direction in constructing garments for customers on a commercial basis. Each student assumes the responsibility for her special piece of work, and directing the work of employees. Group discussions on business methods in handling commercial clothing work, and in selecting small equipment for clothing laboratories.

235. SCIENCE RELATED TO TEXTILES. Fall and spring. Credit two hours. Prerequisites, Food and Nutrition 215, or Elementary Organic Chemistry 375, or the equivalent to these, and Textiles and Clothing 130 or 310. Section limited to 12 students. W F 8-10. Room 353. Miss ———.

A course concerned with the chemistry involved in the study of fabrics. Laboratory work includes observation of the chemical properties of the major fibers used in clothing and household fabrics; analysis of anti-perspirants; stain removal by methods which can be adapted for home use; simple performance tests on fabrics and evaluation of these and standard tests.

300. SPECIAL PROBLEMS. Fall and spring. Credit and hours to be arranged individually. For students recommended by advisers and approved by the head of the department and the instructor in charge for independent, advanced work on a problem not dealt with by other courses in the department.

310. HOUSEHOLD TEXTILES. Fall. Credit two hours. For juniors, seniors, and graduate students. (Graduate students please see Textiles and Clothing 410 and consult with instructor.) Section limited to 20 students. T Th 9-11. Room 278. Professor BLACKMORE.

A study of the range in quality in household textiles and the methods of selecting the quality best suited to specific needs. Buying problems in the area of household textiles.

Technical information necessary for efficient buying. Identification of fibers and physical testing of fabrics for properties which affect satisfactory use. Procedure and performance of standard and other physical tests will be evaluated. A study of specifications set up by various groups. Existing state laws governing the sale of certain household textiles.

A two-day trip to four or more manufacturing establishments to observe designing, weaving, making of certain household fabrics, and methods used in preparing fabrics for the retail market. (If trip is possible in 1947-1948 students will be responsible for transportation and living expenses involved.) Estimated cost of materials, \$2.

320. *PROBLEMS IN BUYING CLOTHING*. Spring. Credit three hours. For juniors, seniors, and graduate students. M W F 11. Room 278. Associate Professor BRASIE.

This course offers students further opportunity to study intensively the problems involved in acquiring and maintaining a satisfactory wardrobe; to acquire more skill in buying garments; to develop an understanding of the problems and processes involved in clothing merchandizing and consumer education in this field.

The group work is supplemented by reference reading, building a bibliography of sources of information, and the working through of special problems selected by students to meet individual needs either from the consumer or merchandizing angle. (If field trips are possible students will be responsible for transportation and living expenses involved.)

400. *DRESS DESIGN, ADVANCED COURSE*. Spring. Credit three hours. Prerequisites, Textiles and Clothing 200 and 220, or their equivalent. For upperclassmen and graduate students. T Th 1.40-4.30. Room 217. Associate Professor FROST.

A course in advanced dress design with emphasis on the development of originality and beauty of execution. Approaches in design problems are made through experimental manipulation of fabric combinations; use of historic and contemporary design sources; draping; sketching.

The majority of the designs will be draped and fitted in muslin. The development of the designs into finished garments will depend on the needs and interests of the students. Estimated cost of materials, \$5 to \$25.

410. *SEMINAR IN TEXTILES*. Spring. Credit one hour. Prerequisite or parallel, Textiles and Clothing 310. Required of graduate students taking Household Textiles 310. Consult the instructor before registering. Hours to be arranged. Professor BLACKMORE.

430. *SEMINAR IN TEXTILES AND CLOTHING*. Spring. One hour by arrangement. For graduate students. Room 216. Department Staff.

SOME COURSES IN OTHER COLLEGES FOR HOME ECONOMICS STUDENTS

(Students should refer to the announcements of the several colleges for complete course offerings.)

AGRICULTURAL ENGINEERING 10. Household Mechanics. Fall and spring. Credit three hours. For women students. Not open to freshmen. Lectures, T Th 12. Caldwell 100. Practice: Th 9-11.30 or W Th or F 2-4.30. Agricultural Engineering Laboratories. Associate Professor WRIGHT and assistants.

A course intended to develop ability to think and to reason in terms of mechanical devices. Among the problems selected for this training are exercises in plumbfing, soldering, and power transmission, and studies in the principles of operation, care, and repair of small mechanical devices, sewing machines, domestic electrical equipment, and automobiles.

ANIMAL HUSBANDRY 92. Meat and Meat Products. Fall and spring. Credit one hour. Open to juniors and seniors. Designed for students in the College of Home Economics. Registration limited to sixteen students in each section. Lecture and laboratory period, Th or F 2-4.20. Wing B and Meat Laboratory. Assistant Professor WANDERSTOCK.

A course in wholesale and retail buying, cutting, curing, freezing, and preparation of meats.

BACTERIOLOGY 4. Household Bacteriology. Spring. Credit three hours. Prerequisite, Elementary Chemistry. Limited to students in Home Economics.

Spring: lectures, T Th 10. Laboratory, T Th 8-9.50, or T Th 11-12.50. Dairy Industry Building. Professor STARK and assistants.

An elementary, practical course for students in Home Economics.

BIOCHEMISTRY 10. Elements of Biochemistry. Fall. Credit four hours. Prerequisite, Chemistry 375 or Food and Nutrition 215. Lectures and discussion. M T Th S 8. Savage Hall 102. Professor WILLIAMS.

Primarily for students in the College of Home Economics. An elementary course dealing with the chemistry of biological substances and their transformations (digestion and metabolism) in the animal organism.

BIOCHEMISTRY 11. Elements of Biochemistry. Fall. Credit two hours. Prerequisite or parallel, Biochemistry 10. Laboratory, T Th 2-4.20 or W 2-4.20 and S 9-11.20. Savage Hall 202. Professor WILLIAMS and Assistant Professor LAWRENCE.

Laboratory practice with biochemical substances and experiments designed to illustrate chemical reactions which may occur in the animal body.

BIOLOGY 9. Biological Basis of Social Problems. Spring. Credit three hours. May not be taken for credit after Biology 1. No prerequisites. Lecture, T 9, Th 1.40-3. Roberts 392. Lecture demonstration, Th 8-10 Roberts 301. Associate Professor HOOD.

An elementary course designed especially to furnish a background in biological science for students in the College of Home Economics who intend to enter the field of nursery school teaching, though open to other interested students as well. Among the topics treated will be reproduction and its consequence, heredity; the importance of the latter in connection with certain social problems; the effects of heredity and environment in controlling the development of the individual; the effect of birth and death rates, immigration, and war upon the composition of populations; the possibility of altering the direction of such changes; and the bearing of biological science upon education and government.

CLINICAL AND PREVENTIVE MEDICINE 1. Health Problems, Personal and Community. Fall and spring. Credit three hours. Not open to freshmen. M W F 11. Dr. SHOWACRE and members of the medical staff.

Discussion and analysis of common health problems of the individual and the community.

CLINICAL AND PREVENTIVE MEDICINE 10a. Nurse's Aide. Fall and spring. Credit three hours. Maximum registration sixteen students. Not open to first-term students. Lectures and demonstrations, T Th 8-11. Laboratory and ward practice to be arranged. Mrs. ALDRICH.

This course is planned to meet the needs of students wishing to gain knowledge and experience in the care of the sick. Half of the time will be devoted to lecture and demonstration, and the other half to laboratory and ward practice in the Cornell Infirmary and the Tompkins County Memorial Hospital. The course is particularly adapted as an orientation for students interested in nursing, physiotherapy, psychology, sociology, and allied fields.

CLINICAL AND PREVENTIVE MEDICINE 10b. Nurse's Aide. Fall and spring. Credit three hours. One hundred fifty hours of laboratory work (ward practice). Periods not less than two hours. Schedule to be arranged with Mrs. Aldrich on registration day. Prerequisite, grade of 75 or over in Clinical and Preventive Medicine 10a.

***EDUCATION 601.** *Educational Psychology.* (See also Rural Education 100.) Fall. Credit three hours. Prerequisite, Human Growth and Development. Not open to freshmen. M W F 11. Goldwin Smith 236. Professor FREEMAN.

HUMAN GROWTH AND DEVELOPMENT 201-202. Not open to freshmen. Credit three hours a term. Prerequisite, a laboratory science, preferably general biology or zoology. *Course 201* is prerequisite to *Course 202*.

Course 201. Fall. Lectures, T Th 10. Recitations, S 10 and other hours to be arranged. Stimson G 25. Professor PAPEZ.

Course 202. Spring. Lectures, T Th 10. Recitations, S 10 and other hours to be arranged. Stimson G 25. Professor FREEMAN.

The aim of this course is to integrate information about structural, physiological, behavioral, and intellectual aspects of growth and development. Emphasis is placed on those aspects of growth and development that will help educators to understand human individuals as functioning organisms in a social environment. The materials of the course are selected from pertinent fields, including anatomy, embryology, genetics, neurology, physiology, hygiene, sociology, cultural anthropology, and developmental psychology.

PHYSIOLOGY 303. *Human Physiology.* Fall and spring. Credit three hours. Prerequisite, a previous course in biology and in chemistry (high school or college). Open to students in the Colleges of Arts and Sciences, Home Economics, Agriculture, and others. M W F 10. Professor DYE and Miss McCANDLESS.

This is an introductory course designed particularly to present fundamental and practical information concerning the physiological processes and systems of the human body. Lectures, illustrations, and demonstrations.

RURAL EDUCATION 100. *Educational Psychology.* Spring. Credit three hours. Prerequisite, Human Growth and Development. Not open to freshmen. Lectures, M W F 9. Laboratory, F 1.40-4. Warren 201. Associate Professor WOODRUFF.

RURAL EDUCATION 190. *Social Foundation of Education.* Fall and spring. Credit three hours. Must be approved by the instructor in charge.

Fall term:

M W F 9. Warren 240. Professor MOORE.

Spring term:

T Th S 11. Warren 240. Professor MOORE.

Evaluation of the school as a social institution and emphasis upon the role the school must play in a democratic society.

[**SOCIAL SCIENCE AB.** *Introduction to Social Science.* Not offered in 1947-1948.] Students desiring an equivalent course are referred to Sociology and Anthropology 101.

SOCIOLOGY AND ANTHROPOLOGY 101. *Introduction to the Study of Society.* Fall and spring. Credit three hours. Open to freshmen. Not open to those who have credit for Social Science AB or Rural Sociology 1. M W F 8, 10 or 2; T Th S 8 or 12. Messrs. CLAUSEN and WHITE.

An introduction to the study of societies as interrelated systems; their institutional and class structures; social factors in personality formation; selected major problems of contemporary American society as seen in the context of our own social system.

SPEECH AND DRAMA 131. (Formerly Speech and Drama 30). *Voice Training.* Fall and spring. Credit two hours. Open to freshmen. Consult instructor at Goldwin Smith 25 before registering. Fall term: T Th 2; spring term: T Th 10 or 2. Assistant Professor BOOMSLITER.

*Counts as a Non-State College elective for students in the College of Home Economics.

EXTENSION TEACHING AND INFORMATION

ORAL AND WRITTEN EXPRESSION

101. *Oral and Written Expression*. Fall and spring. Credit two hours. Open to juniors and seniors. The number in each section is limited to twenty students. Students should consult Professor Peabody for assignment to sections. Lectures and practice; fall term, M W 9, T Th 9, 10, or 11, W F 10, Roberts 131; spring term, M W 9, T Th 9 or 11, Roberts 131. Criticism, by appointment, daily, 8-4, S 8-1. Professor PEABODY, Assistant Professors FREEMAN and DAVIS, and Mr. LUEDER.

Practice in oral and written presentation of topics in agriculture, with criticism and individual appointments on the technique of public speech. Designed to encourage interest in public affairs, and, through demonstrations and the use of graphic material and other forms, to train for effective self-expression in public. Special training is given to competitors for the Eastman Prizes for Public Speaking and in the Rice Debate contest.

102. *Oral and Written Expression*. Spring term. Credit two hours. Prerequisite, course 101, of which course 102 is a continuation. Lectures and practice, T Th 10, W F 10. Roberts 131. Criticism, by appointment, daily 8-4, S 8-1. Professor PEABODY and Assistant Professor FREEMAN.

A part of the work of course 102 consists of a study of parliamentary practice.

104. *Advanced Oral Expression*. Spring term. Credit two hours. Prerequisite, courses 101 and 102. Limited to nine students. M W 12. Roberts 131. Professor PEABODY.

An advanced course of study and practice in oral expression as directly related to the needs of the county agricultural agent, the home demonstration agent, the 4-H Club leader, and the extension specialist.

JOURNALISM

15. *Elements of Journalism*. Fall. Credit three hours. T Th S 10. Roberts 303. Professor WARD.

An introductory course dealing with newswriting, copy-reading, advertising, and publishing; agricultural and home-economics subjects emphasized.

110. *News Writing*. Spring. Credit two hours a term. Prerequisite, course 15. Th 2-4. Roberts 492. Associate Professor KNAPP.

Primarily writing agricultural and home-economics news for publication; includes criticisms, discussions, and consultations on published material written by students in the course.

111. *The Country Newspaper*. Fall. Credit two hours. Prerequisite, course 15. M W 10. Roberts 492. Associate Professor KNAPP.

A study of the community newspaper, its problems, its make-up, and its place as an influence in rural life.

112. *Agricultural Advertising and Promotion*. Spring. Credit two hours. Open to juniors and seniors and others by special arrangement. T 2-4. Roberts 392. Professor WARD and guest lecturers from advertising agencies and from advertising divisions of cooperatives.

The use of commercial advertising and sales promotion methods and media in promoting the sale of farm products, the services of agricultural cooperatives, new or improved farm and home practices and programs, or the sale of commercial products and services to farmers or homemakers. Will include market analysis,

planning of the advertising and/or promotion units, selection of media, preparation of copy and sales promotion pieces.

113. *Special Feature Articles*. Spring. Credit two hours. Not open to freshmen. M W 11. Roberts 492. Professor WARD.

A course dealing chiefly with the writing of feature stories for publication in newspapers, magazines, and bulletins.

RADIO

120. *Radio Broadcasting*. Fall. Credit two hours. T Th 11. Roberts 492. Assistant Professor KAISER and Mr. RICHARDS.

An introductory course to familiarize students, particularly those in Agriculture and Home Economics, with the best methods of presenting ideas by radio and with radio-studio procedure. Practice includes auditions and criticisms for all members of the class in preparing and presenting radio talks; continuity writing and program arrangements.

121. *Radio Production and Programming*. Spring. Credit two hours. Prerequisite, course 120. T Th 9. WHCU Campus Studio. Assistant Professor KAISER.

A comprehensive course in radio writing, program planning and presentation. The course will cover the actual gathering and correlating of material, transcribing, and discussion of results. Students will be assigned regular program problems which they will carry through to completion.

VISUAL AIDS

130. *Photography*. Spring. Credit two hours. Lecture and laboratory. S 9-12. Roberts 392. Limited to 25 students. Professor PHILLIPS and Mr. MAURER.

A course dealing chiefly with taking pictures for newspapers, magazines, bulletins, film strips, movies, and other media.

EXTENSION ORGANIZATION AND METHODS

140. *Extension Organization, Administration, and Policy*. Spring. Credit three hours. Open to graduate students and seniors, and to juniors by special arrangement. Lectures and exercises based on field work. T Th S 9. Roberts 392. Professors KELSEY and HOEFER.

This course is designed to familiarize students with the organization, administration, methods, and policies of extension work as exemplified in New York State. The course is for students preparing for effective service as citizens in rural communities, as well as for prospective county agricultural agents, county 4-H club agents, home-demonstration agents, or other extension workers in agriculture.

(Home Economics students see also Home Economics Education Courses.)

141. *Extension Information Methods*. Fall. Credit three hours. Open to juniors and seniors in the Colleges of Agriculture and Home Economics who are preparing for extension work, and to other juniors and seniors in these two colleges by special arrangement. T Th S 9. Roberts 392. Professor WARD and other staff members of the Department of Extension Teaching and Information.

The techniques of preparing news releases, radio scripts and radio programs, visual aids (photographs, posters, exhibits, etc.), circular letters, bulletins, and other informational materials used by county agricultural, home demonstration, and 4-H club agents, and extension specialists. Planning and operation of a coordinated information service to advance educational programs, and the study of ways to develop and maintain sound public relations.

SECRETARIAL STUDIES

HOTEL ADMINISTRATION 37. Typewriting. Fall and spring. Credit two hours. 5 class meetings a week to be arranged. Bailey 44-B. Mr. NELSON.

An elementary course in typewriting planned to meet the general needs of college students. Instruction is given in typographical arrangement of letters, reports, and statistical data. The preparation of materials for duplicating machines is included.

HOTEL ADMINISTRATION 131. Elementary Secretarial Shorthand. Fall and spring. Credit four hours. *Fall*, M W F 9 or 2; *Spring*, M W F 2. One additional hour to be arranged. Mrs. JOHNSTON.

A study of shorthand in which the ground work is laid for dictation and transcription. The basic theory of Gregg shorthand is completed. This course includes lectures and discussion on opportunities for women in business. Enrollment in Hotel Administration 132 is required.

HOTEL ADMINISTRATION 132. Elementary Secretarial Typewriting. Fall and spring. Credit two hours. M W F 3 and T Th 11. Bailey 44-B. Mrs. JOHNSTON.

Touch typewriting is taught to students who do not know the keyboard. Speed and accuracy in machine operation are stressed. Instruction is given in typographical arrangement of letters, manuscripts, reports, and statistical data from both print and shorthand. The operation of duplicating machines is included. Enrollment in Hotel Administration 131 is required.

HOTEL ADMINISTRATION 238. Business Communications. Fall and spring. Credit three hours. Open to sophomores, juniors, and seniors. T Th S 9. Mrs. JOHNSTON.

This course includes the preparation of business letters, memorandums, and reports. As part of the classroom instruction, students use the various types of dictating machines.

COURSES TO MEET UNIVERSITY REQUIREMENT
IN PHYSICAL TRAINING

6. *PHYSICAL EDUCATION FOR WOMEN (Freshmen).* Fall and spring. Three periods a week. Misses ANDERSEN, ATHERTON, BATEMAN, SCOTT, STEWART, Mrs. BAIRD, Mrs. BROWN.

Required of all Freshmen: fundamentals. Required of all students: rhythmic. Other activities: archery, badminton, baseball, basketball, bowling, canoeing, folk and square dancing, field hockey, golf, individual gymnastics, modern dance, outing, riding, riflery, soccer, tennis, and volleyball.

7. *PHYSICAL EDUCATION FOR WOMEN (Sophomores).* Fall and spring. Three periods a week. For description, see course 6.

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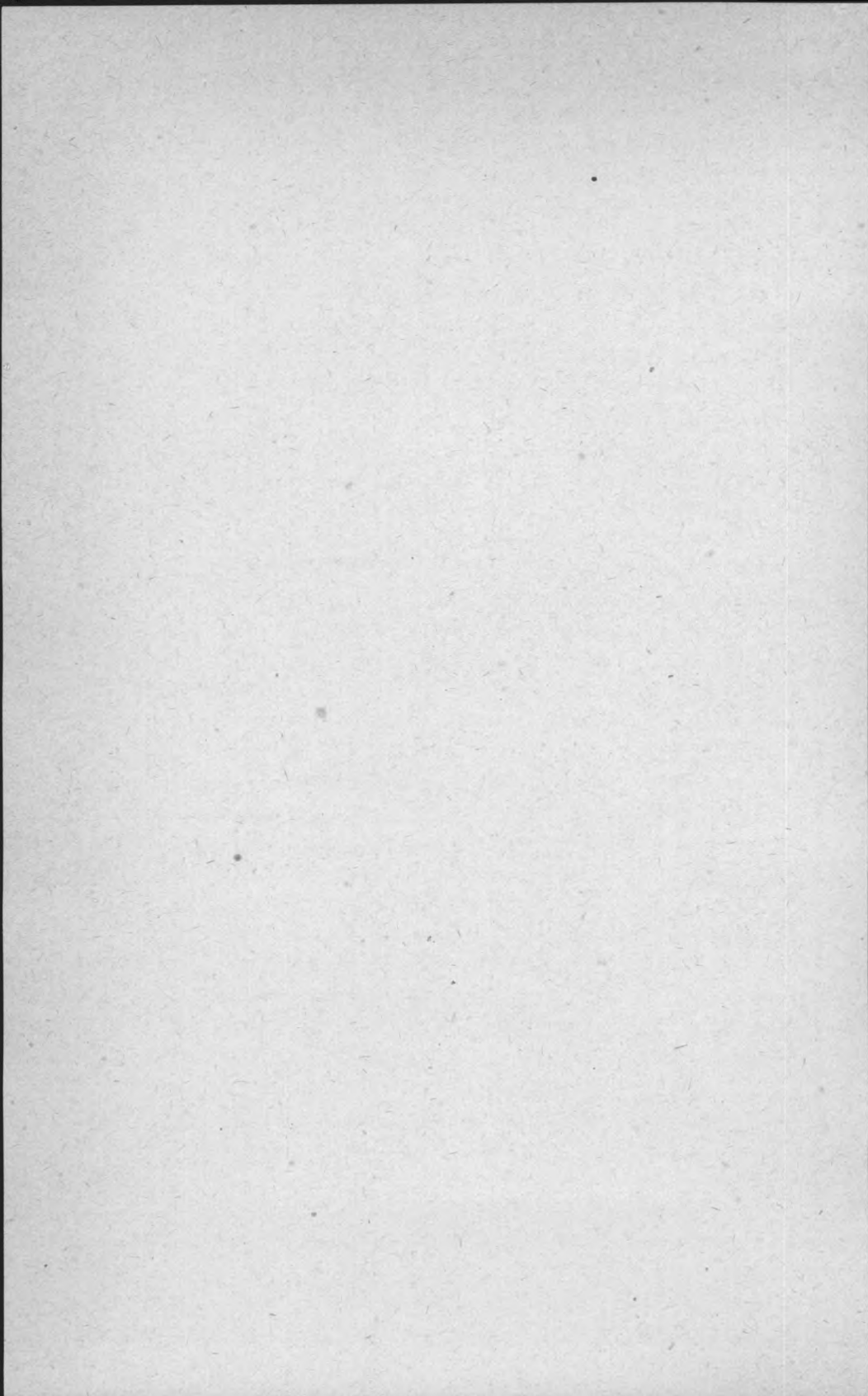
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